



Bid Number: 04-X-35929

REQUEST FOR PROPOSAL FOR:

LAUNDRY CHEMICALS

Date Issued: 08/14/03

Purchasing Agency

State of New Jersey
Department of the Treasury
Division of Purchase and Property
Purchase Bureau, PO Box 230
33 West State Street
Trenton, New Jersey 08625-0230

Using Agency

State of New Jersey
Cooperative Purchasing Members

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1.0 INFORMATION FOR BIDDERS

1.1 PURPOSE AND INTENT

This Request for Proposal (RFP) is issued by the Purchase Bureau, Division of Purchase and Property, Department of the Treasury on behalf of the Using Agencies. The purpose of this RFP is to solicit bid proposals for various types of laundry chemicals, dispensers, and dispenser inspection and maintenance, equipment inspection, water testing and wash formula analysis services.

The intent of this RFP is to award one contract per group for the entire State, to those responsible bidders whose bid proposals, conforming to this RFP are most advantageous to the State, price and other factors considered.

The Standard Terms & Conditions, [APPENDIX 1](#) of this RFP, will apply to all contracts or purchase agreements made with the State of New Jersey. These terms are in addition to the terms and conditions set forth in this RFP and should be read in conjunction with same unless the RFP specifically indicates otherwise.

The State intends to extend the contracts awarded to the Purchase Bureau's cooperative purchasing partners. These partners include quasi-state agencies, counties, municipalities, school districts, volunteer fire departments, first aid squads, independent institutions of higher learning, County colleges and State colleges.

Although the State, with the assent of the vendor(s), is making the use of any contract resulting from this RFP available to non-State agencies, the state makes no representation as to the acceptability of any State RFP terms and conditions under the Local Public Contracts Law or any other enabling statute or regulation.

1.2 BACKGROUND .

This is a reprourement of the laundry chemicals term contract, presently due to expire on November 30, 2003. Vendors who are interested in the current contract specifications and pricing information are encouraged to visit the Purchase Bureau's website on the world wide web. The applicable "T" reference number for this lookup is T#0194. The exact WWW address is <http://www.state.nj.us/treasury/purchase/contracts.htm>

1.3 KEY EVENTS

1.3.1 QUESTIONS AND INQUIRIES

It is the policy of the Purchase Bureau to accept questions and inquiries from all potential vendors receiving this RFP. Written questions should be mailed, e-mailed or faxed to the Purchase Bureau to the attention of the assigned Purchase Bureau buyer at the following address:

Attn: **Cheryl A. Crist**
State of New Jersey
Division of Purchase and Property
Purchase Bureau
PO Box 230
Trenton, New Jersey 08625-0230

E- Mail: <mailto:cheryl.crist@treas.state.nj.us>
Fax Number: **(609) 984-1359**
Phone Number: **(609) 292-0490**

1.3.1.1 QUESTION PROTOCOL

Questions should be submitted in writing to the attention of the assigned Purchase Bureau buyer. Written questions should be directly tied to the RFP by the writer. Questions should be asked in consecutive order, from beginning to end, following the organization of the RFP. Each question should begin by referencing the RFP page number and section number to which it relates.

Short procedural inquiries may be accepted by telephone by the Purchase Bureau buyer, however, oral explanations or instructions given over the telephone shall not be binding on the State. Vendors shall not contact the Using Agency directly, in person, or by telephone, concerning this RFP.

1.3.1.2 CUT-OFF DATE FOR QUESTIONS AND INQUIRIES

The cut-off date for questions and inquiries relating to this RFP is two weeks prior to bid opening date.

1.4 ADDITIONAL INFORMATION

1.4.1 REVISIONS TO THIS RFP

In the event it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum. Any RFP addendum will be distributed to all vendors sent this RFP.

1.4.2 ADDENDUM AS A PART OF THIS RFP

Any addendum to this RFP shall become part of this RFP and part of any contract awarded as a result of this RFP.

1.4.3 ISSUING OFFICE

This RFP is issued by the Purchase Bureau, Division of Purchase and Property. The buyer noted in Section 1.3.1 is the sole point of contact between the vendor and the State for purposes of this RFP.

1.4.4 BIDDER RESPONSIBILITY

The bidder assumes sole responsibility for the complete effort required in submitting a bid proposal in response to this RFP. No special consideration will be given after bid proposals are opened because of a bidder's failure to be knowledgeable as to all of the requirements of this RFP. By submitting a bid proposal in response to this RFP, the bidder represents that it has satisfied itself, from its own investigation, as to all of the requirements of this RFP.

1.4.5 COST LIABILITY

The State assumes no responsibility and bears no liability for costs incurred by a bidder in the preparation and submittal of a bid proposal in response to this RFP.

1.4.6 CONTENTS OF BID PROPOSAL

The entire content of every bid proposal will be publicly opened and will become a matter of public record. This is the case notwithstanding any statement to the contrary made by a bidder in its bid proposal. All bid proposals, as public records, are available for public inspection. Interested parties can make an appointment to inspect bid proposals received in response to this RFP by contacting the Purchase Bureau buyer.

1.4.7 PRICE ALTERATION

Bid prices must be typed or written in ink. Any price change (including "white-outs") must be initialed. Failure to initial price changes shall preclude a contract award being made to the bidder.

1.4.8 JOINT VENTURE

If a joint venture is submitting a bid proposal, the agreement between the parties relating to such joint venture should be submitted with the joint venture's bid proposal. Authorized signatories from each party comprising the joint venture must sign the bid proposal. A separate Ownership Disclosure Form, Affirmative Action Employee Information Report, MacBride Principles Certification and business registration must be supplied by each party to the joint venture.

2.0 DEFINITIONS

2.1 GENERAL DEFINITIONS

The following definitions shall be part of any contract awarded or order placed as result of this RFP.

Addendum - Written clarification or revision to this RFP issued by the Purchase Bureau.

Amendment - A change in the scope of work to be performed by the contractor. An amendment is not effective until signed by the Director, Division of Purchase and Property.

Bidder – A vendor submitting a bid proposal in response to this RFP.

Contract - This RFP, any addendum to this RFP, the bidder's bid proposal submitted in response to this RFP and the Division's Notice of Acceptance.

Contractor - The contractor is the bidder awarded a contract.

Director - Director, Division of Purchase and Property, Department of the Treasury. By statutory authority, the Director is the chief contracting officer for the State of New Jersey.

Division - The Division of Purchase and Property.

May - Denotes that which is permissible, but not mandatory.

Request for Proposal (RFP) - This document, which establishes the bidding and contract requirements and solicits bid proposals to meet the purchase needs of [the] Using Agency[ies], as identified herein.

Shall or Must - Denotes that which is a mandatory requirement. Failure to meet a mandatory requirement will result in the rejection of a bid proposal, as materially non-responsive.

Should - Denotes that which is recommended, but not mandatory.

State - State of New Jersey

Using Agency[ies] or Agency[ies] - The entity[ies] for which the Division has issued this RFP.

3.0 COMMODITY DESCRIPTION/SCOPE OF WORK

This RFP covers twenty-four (24) different laundry chemical items, which are combined in five (5) individual groups. Group 1 (Dry Chemical System) is for dry laundry chemicals (including heavy duty, granular alkaline builder, low alkalinity/low temperature powdered laundry detergent, high alkalinity, built, powdered laundry detergent, highly concentrated, heavy duty, powdered laundry detergent; medium duty powdered organic bleach; general purpose powdered laundry sour; and laundry sour containing bluing and brightener). Group 2 (Liquid Chemical System) (including detergent in various concentration liquid detergent/emulsifier, liquid solvent based detergent, liquid laundry detergent, liquid heavy duty alkaline builder, heavy duty concentrated liquid laundry detergent, detergent/bleach combination liquid laundry detergent, concentrated liquid chlorine bleach, liquid system combination fabric softener/sour, liquid antibacterial softener/sour, concentrated liquid antibacterial softener/sour and liquid rust removing sour). Group 3 (Packets) is for pre-measured powdered laundry detergent in water-soluble packets. Group 4 ((Chemicals for Ozonated Laundry Plant) is for dry and liquid chemicals for ozonated laundry plant (including enzyme detergent non-phosphate, undiluted sodium hypochlorite concentrate/bleach, liquid fluorescent brightener concentrate and dry enzyme detergent, non-phosphate). Group 5 (Solid Encapsulated Detergent) is for solid encapsulated detergent.

These five (5) groups are necessary because various State institutions that utilize the contract(s) have various types of washers and varying water hardness, which require not only different wash formula chemicals but also in different forms. For example, A. C. Wagner Correctional Facility can only use group 4 chemicals (for ozonated plant).

Awarding each group of items to a single bidder promotes competition, since not all bidders are able to bid on all groups. Use of groups therefore ensures the state the most competitive prices.

3.1 PRODUCT SPECIFICATIONS

GROUP: 1 - DRY CHEMICAL SYSTEM

3.2 HEAVY DUTY, ALKALINE BUILDER, GRANULAR/BEAD FORM (PRICE LINE 00001)

3.2.1 SCOPE:

This RFP specification covers a granular or bead form of heavy-duty alkaline builder for use in conjunction with built soaps or detergents. The compound will be primarily comprised of sodium metasilicate (Na_2SiO_3). The compound shall be a blend of active and buffering alkalies.

3.2.2 APPLICABLE SPECIFICATIONS AND STANDARDS

The heavy duty alkaline builder, granular/bead form must meet the current/updated requirements of the following standards:

AMERICAN SOCIETY FOR TESTING AND MATERIALS

ASTM D501 - Standard methods of sampling and chemical analysis of alkaline detergents.

ASTM D460 - Methods for sampling and chemical analysis of soaps and soap products.

ASTM E 70 - Standard method of test for pH of aqueous solutions with a glass electrode.

ASTM D820 - Standard test methods for chemical analysis of soaps containing synthetic detergents.

3.2.3 REQUIREMENTS

3.2.3.1 DESCRIPTION

This RFP specification covers granulated or bead form heavy-duty alkaline builder, which must be primarily composed of sodium metasilicate, preferable in the hydrated form (sodium metasilicate pentahydrate). This product, when used in conjunction with built soaps and detergents, should be especially effective against heavy soil, oils and greases in all types of cotton polyester and polyester/cotton blended fabrics.

3.2.3.2 APPEARANCE

The alkaline builder must be granular or bead form, non-dusting, and uniform in appearance and free of caking or lumping.

3.2.3.3 CHEMICAL AND PHYSICAL REQUIREMENTS

The heavy-duty alkaline builder must conform to the requirements listed in Table I when tested in accordance with the specified test methods.

TABLE I - REQUIREMENTS

REQUIREMENT	MINIMUM PERCENTAGE	TEST METHOD ASTM
Total Alkalinity As Na2O	30%	D501
Silicate SiO2	25.0%	D501
DE-Dusting Agent	Shall Be Present	
Whitening Agent	Shall Be Present	
Anti-Redeposition Agent	Shall Be Present	
Phosphates	None	D501

3.2.3.4 COLOR

The color of the alkaline builder shall be white or bluish white. Presence of foreign particles is unacceptable.

3.2.3.5 ODOR

The alkaline builder must not possess an odor of solvent or pungent, acrid, or other unpleasant odor, and shall not impart such odors to fabrics washed using the alkaline builder.

3.2.3.6 SOLUBILITY

Matter insoluble in water must not exceed 0.2% by weight when determined in accordance with ASTM D820.

3.2.3.7 PH CONTENT

The alkaline builder must have a minimum pH of 11.8 when tested in accordance with ASTM E 70 utilizing a standard 1% solution.

Each delivery must contain a representative copy of the Material Safety Data Sheet (MSDS) for the formulated final product.

3.3 LOW ALKALINITY/LOW TEMPERATURE POWDERED LAUNDRY DETERGENT (PRICE LINE 00002)

3.3.1 SCOPE

This RFP specification covers a powdered laundry detergent suitable for laundering cotton, cotton/polyester blends, and all synthetic fabrics in low temperatures.

3.3.2 APPLICABLE SPECIFICATIONS AND STANDARDS

The powdered laundry detergent must meet the current/updated requirements of the following standards:

AMERICAN SOCIETY FOR TESTING AND MATERIALS

ASTM D501 - Standard methods of sampling and chemical analysis of alkaline detergents.

ASTM D460 - Methods for sampling and chemical analysis of soaps and soap products.

ASTM E 70 - Standard method of test for pH of aqueous solutions with a glass electrode.

ASTM D820 - Standard test methods for chemical analysis of soaps containing synthetic detergents.

3.3.3 REQUIREMENTS

3.3.3.1 DESCRIPTION

This RFP specification covers low temperature, non-phosphate, powdered laundry detergent, which must contain water softening agents, surfactants, anti-static/anti-redeposition agents, and optical brighteners.

3.3.3.2 APPEARANCE

The powdered laundry detergent must be granular, and non-dusting, uniform in appearance, and free of caking or lumping.

3.3.3.3 CHEMICAL AND PHYSICAL REQUIREMENTS

This is a low temperature powdered laundry detergent (75 Degrees F-100 Degrees F approx.) which must conform to the requirements of Table 1, listed below, when tested in accordance with the specified test methods.

TABLE I REQUIREMENTS

REQUIREMENT	MINIMUM PERCENTAGE	MAXIMUM PERCENTAGE	TEST METHOD ASTM
Active Alkalinity As Na2O	20.0	25.0%	D501
Carbonates As Na2CO3	18.0%	45.0%	D501
Silicates As SiO2	10.0%		D460/D501
Surfactants (Non-Ionic)	10.0%		D501
Anti-Redeposition Agents	Shall be present		
Optical Brightener	Shall be present		
Softening Agents	Shall be present		
Phosphates	None		D501

3.3.3.4 COLOR

The color of the powdered laundry detergent must be white. Presence of dark or foreign particles is unacceptable.

3.3.3.5 ODOR

The detergent must not possess an odor of solvent or pungent, acrid, or other unpleasant odor, and shall not impart such odors to fabrics washed in the detergent.

3.3.3.6 SOLUBILITY

The detergent shall be 100% dissolved when tested as follows:

To a two gram sample of detergent, add sufficient distilled H₂O to comprise a 100 ml. solution. The solution shall be maintained at room temperature (75 Degrees F +/- 2 Degrees) and stirred vigorously for 5 minutes. The solution shall be inspected immediately for any undissolved material. Any presence of undissolved material will constitute failure of the test.

3.3.3.7 PH CONTENT

The detergent must have a minimum ph of 10.0 and a maximum pH of 11.5 when tested in accordance with ASTM E 70 utilizing a 1% solution.

Each delivery must contain a representative copy of the Material Safety Data Sheet (MSDS) for the formulated final product.

3.4 HIGH ALKALINITY, BUILT, POWDERED LAUNDRY DETERGENT (PRICE LINE 00003)

3.4.1 SCOPE

This RFP specification covers a powdered, high alkalinity built, laundry detergent suitable for use in institutional laundry equipment.

3.4.2 APPLICABLE SPECIFICATIONS AND STANDARDS

The high alkalinity, built, powdered laundry detergent must meet the current/updated requirements of the following standards:

FEDERAL STANDARD

FED-STD-536 - Soap and soap products (including synthetic detergents); sampling and testing.

AMERICAN SOCIETY FOR TESTING AND MATERIALS

ASTM D501 - Standard methods of sampling and chemical analysis of alkaline detergents.

ASTM D460 - Methods for sampling and chemical analysis of soaps and soap products.

ASTM E 70 - Standard method of test for ph of aqueous solutions with a glass electrode.

ASTM D820 - Standard test methods for chemical analysis of soaps containing synthetic detergents.

3.4.3 REQUIREMENTS

3.4.3.1 DESCRIPTION

This RFP specification covers high alkalinity, built, powdered laundry detergent, which must contain alkaline builders, surfactants, and optical brighteners.

3.4.3.2 APPEARANCE

The powdered laundry detergent must be granular and non-dusting, uniform in appearance, and free of caking or lumping.

3.4.3.3 CHEMICAL AND PHYSICAL REQUIREMENTS

The high alkalinity detergent must conform to the requirements of Table I listed below, when tested in accordance with the specified test methods.

TABLE I REQUIREMENTS

REQUIREMENT	MINIMUM PERCENTAGE	MAXIMUM PERCENTAGE	TEST METHOD ASTM
Active Alkalinity As Na2O	23.0		D501
Total Alkalinity As Na2O	46.0		D501
Surfactants (Total)	15.0%		D501/FED STD-536
Alkaline Builders (Sodium Metasilicate Na2SiO3)	60.0%		D501/FED STD-536
Sodium Carboxymethylcellulose	0.5%		
Optical Brightener	Shall be present		
Phosphates	None		D501

3.4.3.4 COLOR

The color of the laundry detergent must be white. Presence of dark or foreign particle is unacceptable.

3.4.3.5 ODOR

The detergent must not possess an odor of solvent or pungent, acrid, or other unpleasant odor, and shall not impart such odors to fabrics washed in the detergent.

3.4.3.6 SOLUBILITY

Matter insoluble in water must not exceed 1.0% by weight when determined in accordance with ASTM D820.

3.4.3.7 PH CONTENT

The detergent must have a minimum pH of 11.5 and a maximum pH of 12.8 when tested in accordance with ASTM E 70 utilizing a standard 1% solution.

Each delivery must contain a representative copy of the Material Safety Data Sheet (MSDS) for the formulated final product.

3.5 HIGHLY CONCENTRATED, HEAVY DUTY, POWDERED LAUNDRY DETERGENT (PRICE LINE 00004)

3.5.1 SCOPE

This RFP specification describes a highly concentrated, high alkaline, rapidly soluble, heavy-duty powdered laundry detergent containing no phosphates.

3.5.2 APPLICABLE SPECIFICATIONS AND STANDARDS

The high alkalinity, rapidly soluble, heavy-duty powdered laundry detergent must meet the current/updated requirements of the following standards:

AMERICAN SOCIETY FOR TESTING AND MATERIALS

ASTM D501 - Standard methods of sampling and chemical analysis of alkaline detergents.

ASTM D460 - Methods for sampling and chemical analysis of soaps and soap products.

ASTM E 70 - Standard method of test for pH of aqueous solutions with a glass electrode.

ASTM D820 - Standard test methods for chemical analysis of soaps containing synthetic detergents.

3.5.3 REQUIREMENTS

3.5.3.1 DESCRIPTION

This RFP specification covers highly concentrated, high alkaline powdered detergent suitable for the harshest demands of heavily soiled fabrics. The detergent contains high alkaline builders with a high concentration of surfactants and optical brighteners.

3.5.3.2 APPEARANCE

The detergent must be granular, and non-dusting, uniform in appearance, and free of caking or lumping.

3.5.3.3 CHEMICAL AND PHYSICAL REQUIREMENTS

The highly concentrated, high alkalinity powdered laundry detergent must conform to the requirements of Table I listed below when tested in accordance with the specified test methods.

TABLE I REQUIREMENTS

REQUIREMENT	MINIMUM PERCENTAGE	MAXIMUM PERCENTAGE	TEST METHOD ASTM
Active Alkalinity As Na2O	35.0		D501
Total Alkalinity As Na2O	45.0		D501
Surfactants (Total)	10.0		D501
Silicates As SiO2	25.0		D501
Whitening Agent	Shall Be Present		
Anti-Redeposition Agent	Shall be present		
Phosphates	None		D501

3.5.3.4 COLOR

The color of the laundry detergent must be white. Presence of dark or foreign particles is unacceptable.

3.5.3.5 ODOR

The detergent must not possess an odor of solvent or pungent, acrid, or other unpleasant odor, and shall not impart such odors to fabrics washed in the detergent.

3.5.3.6 SOLUBILITY

The detergent shall be 100% dissolved when tested as follows:

To a two-gram sample of detergent, add sufficient distilled H₂O to comprise a 100 ml. solution. The solution shall be maintained at room temperature (75 degrees F +/- 2 degrees) and stirred vigorously for 5 minutes. The solution shall be inspected immediately for any undissolved material. Any presence of undissolved material will constitute failure of the test.

3.5.3.7 PH CONTENT

The detergent must have a minimum ph of 11.5 and a maximum ph of 12.8 when tested in accordance with ASTM E 70 utilizing a standard 1% solution.

Each delivery must contain a representative copy of the Material Safety Data Sheet (MSDS) for the formulated final product.

3.6 MEDIUM DUTY POWDERED ORGANIC BLEACH (PRICE LINE 00005)

3.6.1 SCOPE

This RFP specification establishes the minimum requirements for dry, granular laundry bleach containing an organic chlorine carrier. This product shall display a high solubility, superior soap regeneration, and iron sequestering properties. The powdered bleach must produce consistent bleaching action and stain removal on washable fabrics.

3.6.2 APPLICABLE SPECIFICATIONS AND STANDARDS

The dry granular laundry bleach containing an organic chlorine carrier must meet the current/updated requirements of the following standards:

AMERICAN SOCIETY FOR TESTING AND MATERIALS

ASTM D501 - Standard methods of sampling and chemical analysis of alkaline detergents.

ASTM D460 - Methods for sampling and chemical analysis of soaps and soap products.

ASTM E 70 - Standard method of test for pH of aqueous solutions with a glass electrode.

ASTM D820 - Standard test methods for chemical analysis of soaps containing synthetic detergents.

ASTM D2022- Standard test methods of sampling and chemical analysis of chlorine containing bleaches.

3.6.3 REQUIREMENTS

3.6.3.1 DESCRIPTION

This RFP specification covers white powdered organic bleach containing a chlorine carrier. This product must prevent fabric yellowing and stay highly soluble even at low temperatures. When used in accordance with instructions on the label, a product conforming to the below requirements, is a safe and effective bleaching agent for most fabrics.

3.6.3.2 APPEARANCE

The product shall be a uniformly blended mixture composed of fine white particles and free from caking or lumping. The product shall not generate irritating dust when poured from container.

3.6.3.3 CHEMICAL AND PHYSICAL REQUIREMENTS

The powdered organic bleach must conform to the requirements of Table I, listed below, when tested in accordance with the specified test methods.

TABLE I REQUIREMENTS

REQUIREMENT	MINIMUM PERCENTAGE	MAXIMUM PERCENTAGE	TEST METHOD ASTM
Available Chlorine	6.5%		D2022
Neutral Inorganic Salts			
Phosphates	NONE	80.0%	D501

3.6.3.4 COLOR

The product must possess a white color and presence of foreign particles is unacceptable.

3.6.3.5 ODOR

The powdered organic bleach must not possess a strong, pungent, acrid, or otherwise unpleasant odor and shall not impart such odors to fabrics treated with this bleach.

Each delivery must contain a representative copy of the Material Safety Data Sheet (MSDS) for the formulated final product.

3.7 GENERAL PURPOSE POWDERED LAUNDRY SOUR (PRICE LINE 00006)

3.7.1 SCOPE

This RFP specification establishes the minimum requirements for a general-purpose laundry sour. The product shall be primarily comprised of ammonium silicofluoride, which is employed as a general neutralizing agent in laundry practice. This product will not remove discoloration in fabrics caused by iron-bearing waters.

3.7.2 APPLICABLE SPECIFICATION AND STANDARDS

The general purpose laundry sour product must meet the current/updated requirements of the following standards:

AMERICAN SOCIETY FOR TESTING AND MATERIALS

ASTM D501 - Standard methods of sampling and chemical analysis of alkaline detergents.

ASTM D460 - Methods for sampling and chemical analysis of soaps and soap products.

ASTM E 70 - Standard method of test for pH of aqueous solutions with a glass electrode.

ASTM D820 - Standard test methods for chemical analysis of soaps containing synthetic detergents.

ASTM D2022- Standard test methods of sampling and chemical analysis of chlorine containing bleaches.

3.7.3 REQUIREMENTS

3.7.3.1 DESCRIPTION

This product shall be a white, free-flowing powder, free from dirt and other foreign particles. It should be recognized that this product is subject to lumping when exposed to moisture-laden air and this fact should be given consideration at time of inspection. The laundry sour shall be manufactured in accordance with superior commercial practices. This product shall be effective in neutralizing the amount of alkalinity normally remaining in fabrics after washing operations.

3.7.3.2 APPEARANCE

Minimal lumping of this white free-flowing powder is permitted under humid conditions. Excessive lumping of this product is not permitted.

3.7.3.3 CHEMICAL AND PHYSICAL REQUIREMENTS

The laundry sour furnished under this specification must conform to the requirements of Table I, listed below.

TABLE I REQUIREMENTS

REQUIREMENT	MINIMUM PERCENTAGE	MAXIMUM PERCENTAGE	TEST METHOD ASTM
Neutralization Capacity (GM.Sodium Bicarbonate/GM.Sour)	1.7 GMS		Cited Below
Water Insoluble		0.2%	Cited Below
Phosphates	NONE	80.0%	D501

Tests: The product furnished under this RFP specification shall be tested by the following methods or equally applicable procedures:

Neutralizing capacity: One gram of sour (ammonium silicofluoride) shall neutralize a minimum of 1.7 grams of sodium bicarbonate when determined by the following procedure:

Accurately weigh a one-gram sample of the sour and dissolve in 100 ml. of water. To the sample solution, add 3.0 grams of reagent grade calcium chloride dihydrate or 2.5 grams of reagent grade anhydrous calcium chloride. Add five (5) drops of methyl orange indicator, mix well, and titrate with 1.0 normal sodium hydroxide until an orange color persists. Heat the sample to incipient boiling. If the color returns to red, continue titrating until the solution remains orange for at least 30 seconds. Solution must be above 85 degrees celsius at end of titration. Record the volume of 1.0 normal sodium hydroxide used.

Calculations

Neutralizing Capacity (Grams NaHC03 per gram of sour)= $A \times N \times 0.084/B$

Where: A = ml of sodium hydroxide used
N = normality of sodium hydroxide
B = weight of sample

Water insoluble matter

Five hundred (500) ml of distilled water shall be heated to a temperature of 37 - 38 degrees celsius in an erlenmeyer flask. A 1.000 - 0.005 gram specimen of the sour shall be added to the water in the flask. The flask shall be stoppered and shaken vigorously for 30 seconds.

The contents of the flask shall be rapidly filtered through a weighed gooch crucible containing a suitable asbestos mat (or a sintered glass crucible) by decantation. Do not stir the solution. The entire filtration shall be completed in less than two (2) minutes. Any solid material remaining in the flask shall be washed into the filter by three separate small portions (not exceeding 15 ml per portion) of distilled water at a temperature of 20 degrees celsius 2 degrees celsius. Do not give the crucible and contents any additional washing. The crucible and contents shall be dried to constant weight at 105 degrees celsius to 110 degrees celsius.

CALCULATIONS

Water soluble matter, percent = $(A-B) \times 100/C$

Where: A = weight of crucible plus contents after drying
B = weight of crucible plus pad
C = weight of specimen

3.7.3.4 COLOR

The laundry sour shall be a white, free-flowing powder, free from dirt and foreign particles.

3.7.3.5 ODOR

The laundry sour shall not possess an odor of solvent or pungent, acrid, or other unpleasant odor, and shall not impart such odors to fabrics treated with this product.

3.7.3.6 LABELING

The product shall be labeled in accordance with the Federal Hazardous Substances Act (CFR TITLE 16, PART 1500) and the New Jersey Right To Know Act.

Each delivery must contain a representative copy of the Material Safety Data Sheet (MSDS) for the formulated final product.

3.8 LAUNDRY SOUR CONTAINING BLUING AND BRIGHTENER (PRICE LINE 00007)

3.8.1 SCOPE

This RFP specification outlines a laundry sour with both bluing agent and optical brighteners. The product shall be a clean, uniform, free-flowing, granulated powder containing a mixture of a high neutralizing laundry sour component (sodium fluorosilicate), bluing agent, and a fluorescent optical brightener.

3.8.2 APPLICABLE SPECIFICATIONS AND STANDARDS

The laundry sour with both bluing agent and optical brighteners must meet the current/updated requirements of the following standards:

AMERICAN SOCIETY FOR TESTING AND MATERIALS

ASTM D501 - Standard methods of sampling and chemical analysis of alkaline detergents.

ASTM D460 - Methods for sampling and chemical analysis of soaps and soap products.

ASTM E 70 - Standard method of test for pH of aqueous solutions with a glass electrode.

ASTM D820 - Standard test methods for chemical analysis of soaps containing synthetic detergents.

ASTM D2022- Standard test methods of sampling and chemical analysis of chlorine containing bleaches.

3.8.3 REQUIREMENTS

3.8.3.1 DESCRIPTION

This specification establishes the minimum requirements for a laundry sour mixture of sodium fluorosilicate, (Na_2SiF_6), bluing agent and optical brightener. The mixture is usually processed by the spraying of the bluing agent onto the sodium fluorosilicate in a suitable mixer. This will impart a blue color onto the compound.

3.8.3.2 APPEARANCE

The mixture shall be a blue granulated powder that is clean, uniform and free flowing.

3.8.3.3 CHEMICAL AND PHYSICAL REQUIREMENTS

The laundry sour furnished under this RFP specification must conform to the requirements of Table I listed below.

TABLE I REQUIREMENTS

REQUIREMENT	MINIMUM PERCENTAGE	TEST METHOD ASTM
Sodium Fluorosilicate Content)	97.0%	Cited Below
Flourescent Optical Brightener	0.5%	
Bluing Agent	Shall Be Present	
Neutralization Capacity (GM. Sodium Bicarbonate Gm. Sour)	1.7 GM	Cited Below
Phosphates	None	D501

Percent Active Na_2SiF_6 :

Prepare a potassium chloride solution by dissolving 60 gm. KC1 in 400 ml distilled water, then adding 400 ml neutral 95% ethanol.

Weigh accurately into a beaker about 0.4 gm. Laundry sour.

Add 50 ML KC1 solution and stir until reaction is complete.

Filter out the precipitated potassium silicofluoride on a gooch crucible with a disk of filter paper and a medium pad of asbestos. Wash the precipitate with two portions of KC1 solution.

Transfer the contents of the crucible quantitatively to a 400 ml beaker with the aid of about 100 ml distilled water from a wash bottle.

Place the beaker on a combination hot plate / magnetic stirrer, and heat the contents to the boiling point.

Titrate to a phenolphthalein end point with 0.2 n sodium hydroxide.

Calculate percent sodium silicofluoride by means of the formula $\% \text{Na}_2\text{SiF}_6 = \text{ml NAOH} \times \text{normality} \times 4.7 / \text{weight of sample (gm.)}$

3.8.3.4 ODOR

The laundry sour shall not possess an odor of solvent, or pungent, acrid, or other unpleasant odor, and shall not impart such odors to fabrics treated with this product.

3.8.3.5 LABELING

The product shall be labeled in accordance with the Federal Hazardous Substances Act (CFR Title 16, Part 1500) and the New Jersey Right To Know Act.

Each delivery must contain a representative copy of the Material Safety Data Sheet (MSDS) for the formulated final product.

GROUP:2 - LIQUID CHEMICAL SYSTEM

3.9 CONCENTRATED LIQUID DETERGENT/EMULSIFIER (PRICE LINE 00008)

3.9.1 SCOPE:

This RFP specification establishes the minimum requirements for a highly concentrated liquid detergent containing an extremely high amount of emulsifying agents. This product shall be designed for use in automatic injection systems in conjunction with an alkaline builder, bleach, and other liquid laundry products.

3.9.2 APPLICABLE SPECIFICATIONS AND STANDARDS

The concentrated liquid detergent containing an extremely high amount of emulsifying agents must meet the current/updated requirements of the following standards:

FEDERAL STANDARD

FED-STD-536 - Soap and soap products (including synthetic detergents); sampling and testing.

AMERICAN SOCIETY FOR TESTING AND MATERIALS

ASTM D501 - Standard methods of sampling and chemical analysis of alkaline detergents.

ASTM D460 - Methods for sampling and chemical analysis of soaps and soap products.

ASTM E 70 - Standard method of test for pH of aqueous solutions with a glass electrode.

ASTM D820 - Standard test methods for chemical analysis of soaps containing synthetic detergents.

ASTM D2022- Standard test methods of sampling and chemical analysis of chlorine containing bleaches.

3.9.3 REQUIREMENTS

3.9.3.1 DESCRIPTION

This RFP specification covers a concentrated liquid detergent containing high amounts of non-ionic or organic surfactants. This product can be used in an automatic injection system in mixing with other laundry products. This concentrated emulsifier shall be extremely effective on stubborn soils and stains.

3.9.3.2 APPEARANCE

The product shall be a homogeneous and sediment-free liquid.

3.9.3.3 CHEMICAL AND PHYSICAL REQUIREMENTS

The concentrated liquid detergent / emulsifier must conform to the requirements of Table I listed below.

TABLE I REQUIREMENTS

REQUIREMENT	MINIMUM PERCENTAGE	MAXIMUM PERCENTAGE	TEST METHOD ASTM
Total Non Ionic Surfactant Content	95.0%		D501/FED STD 536
Volatile Matter		2.0%	D501/FED STD 536
Flash Point (Degrees F)	300 Degrees F Minimum		
pH (1% Solution)	6.0	8.0	E70
Phosphates	None		D501
Specific Gravity	1.05 (Approx. 8.8 LB/Gal)		

3.9.3.4 ODOR

The concentrated liquid detergent / emulsifier must not possess a pungent, acrid, or other unpleasant odor, and shall not impart such odors to fabrics washed in this detergent.

3.10 LIQUID SOLVENT BASED DETERGENT (PRICE LINE 00009)

3.10.1 SCOPE

This RFP specification covers a liquid laundry detergent builder and pre-wash spotter for dissolving greasy, oily stains. This product shall contain both detergent and solvent components along with fluorescent whitening agents.

3.10.2 APPLICABLE SPECIFICATIONS AND STANDARDS

The liquid laundry detergent builder and pre-wash spotter for dissolving greasy oily stains must meet the current/updated requirements of the following standards:

AMERICAN SOCIETY FOR TESTING AND MATERIALS

ASTM D501 - Standard methods of sampling and chemical analysis of alkaline detergents.

ASTM D460 - Methods for sampling and chemical analysis of soaps and soap products.

ASTM E 70 - Standard method of test for pH of aqueous solutions with a glass electrode.

ASTM D820 - Standard test methods for chemical analysis of soaps containing synthetic detergents.

ASTM D2022- Standard test methods of sampling and chemical analysis of chlorine containing bleaches.

3.10.3 REQUIREMENTS

3.10.3.1 CHEMICAL AND PHYSICAL REQUIREMENTS

The liquid solvent based detergent must conform to the requirements of Table I listed below.

TABLE I - REQUIREMENTS

REQUIREMENT	MINIMUM PERCENTAGE	MAXIMUM PERCENTAGE
Total Surfactant Content	20.0%	
Low Odor Paraffin Solvent	70.0%	
Flash Point (Degrees F)	140 Degrees F Minimum	
Specific Gravity	0.80 (Approx. 6.68-7.09 LB/Gal)	0.85
Phosphates	None	

Each delivery must contain a representative copy of the Material Safety Data Sheet (MSDS) for the formulated final product.

3.11 LIQUID LAUNDRY DETERGENT (PRICE LINE 00010)

3.11.1 SCOPE

This RFP specification outlines a liquid laundry detergent containing surfactants; water conditioning agents, alkaline builders, optical brighteners and anti-redeposition agents. This detergent is intended for use in soft and hard water for the laundering of cottons, cotton/polyester blends, and synthetic fabrics.

3.11.2 APPLICABLE SPECIFICATIONS AND STANDARDS

The liquid laundry detergent containing surfactants, water conditioning agents, alkaline builders, optical brighteners and anti redeposition agents must meet the current/updated requirements of the following standards:

FEDERAL STANDARD

FED-STD-536 - Soap and soap products (including synthetic detergents); sampling and testing.

AMERICAN SOCIETY FOR TESTING AND MATERIALS

ASTM D501 - Standard methods of sampling and chemical analysis of alkaline detergents.

ASTM D460 - Methods for sampling and chemical analysis of soaps and soap products.

ASTM E 70 - Standard method of test for pH of aqueous solutions with a glass electrode.

ASTM D820 - Standard test methods for chemical analysis of soaps containing synthetic detergents.

ASTM D2022- Standard test methods of sampling and chemical analysis of chlorine containing bleaches.

3.11.3 REQUIREMENTS

3.11.3.1 DESCRIPTION

This RFP specification covers a homogeneous liquid blend of surfactants, water conditioners, alkaline builders, optical brighteners, and anti-redeposition agents. The detergent shall be a viscous solution at 25 degrees c. The detergent shall be suitable for laundering cottons, cotton/polyester blends, woolens, and synthetic fabrics. The detergent shall not contain phosphates. The product must be safe for use in all types of washing machines.

3.11.3.2 APPEARANCE

The product shall be a translucent, homogeneous, viscous, and sediment-free liquid. It may be colored with a small amount of soluble dye at the manufacturer's option. It may also be mildly perfume at the manufacturer's option.

3.11.3.3 CHEMICAL AND PHYSICAL REQUIREMENTS

The liquid laundry detergent must conform to the requirements of Table I listed below, when tested in accordance with the specified test methods.

TABLE I - REQUIREMENTS

REQUIREMENT	MINIMUM PERCENTAGE	TEST METHOD ASTM
Total Nonionic Surfactant Content	25.0%	D501/FED STD-536
Water Conditioning Agents	2.0%	
Anti-Re-deposition Agents	Shall be Present	
Optical Brighteners	Shall be Present	
Mild Perfumes	Optional	
Phosphates	None	D501
Specific Gravity	1.01 (Approx. 8.45 Lb./Gal)	

3.11.3.4 ODOR

The liquid detergent must not possess a pungent, acrid, or other unpleasant odor, and shall not impart such odors to fabrics washed in the detergent.

3.11.3.5 SOLUBILITY

The liquid detergent shall be 100% soluble when tested as follows:

To a 2 gram sample of detergent, add sufficient distilled H2O to comprise a 100 ml solution. The solution shall be maintained at room temperature (75 degrees F +/- 2 degrees) and stirred vigorously for 5 minutes. This solution shall be inspected immediately for any undissolved material. Presence of undissolved material will constitute a failure of the test.

3.11.3.6 PH CONTENT

The liquid detergent must have a minimum pH of 10.0 and a maximum pH of 11.8 when tested in accordance with ASTM E 70 utilizing a 1% solution.

Each delivery must contain a representative copy of the Material Safety Data Sheet (MSDS) for the formulated final product.

3.12 LIQUID HEAVY DUTY ALKALINE BUILDER (PRICE LINE 00011)

3.12.1 SCOPE

This RFP specification covers a standard liquid alkaline builder for use in conjunction with liquid detergents. This product increases alkalinity when needed during laundering. The liquid alkaline builder will contain liquid caustic potash (koh), which is strongly corrosive in its concentrated form. This product must contain the appropriate warning labels. This product shall be designed for use in an automatic dispensing system.

3.12.2 APPLICABLE SPECIFICATIONS AND STANDARDS

The liquid alkaline builder for use in conjunction with liquid detergent must meet the current/updated requirements of the following standards:

FEDERAL STANDARD

FED-STD-536 - Soap and soap products (including synthetic detergents); sampling and testing.

AMERICAN SOCIETY FOR TESTING AND MATERIALS

ASTM D501 - Standard methods of sampling and chemical analysis of alkaline detergents.

ASTM D460 - Methods for sampling and chemical analysis of soaps and soap products.

ASTSM E 70 - Standard method of test for pH of aqueous solutions with a glass electrode.

ASTM D820 - Standard test methods for chemical analysis of soaps containing synthetic detergents.

3.12.3 REQUIREMENTS

3.12.3.1 DESCRIPTION

This RFP specification covers a liquid alkaline builder composed of potassium hydroxide or sodium hydroxide as the active agent. This product should be handled with care because of its strong alkalinity.

3.12.3.2 APPEARANCE

The liquid builder shall be a viscous clear liquid free from sediment or suspended matter.

3.12.3.3 CHEMICAL AND PHYSICAL REQUIREMENTS

The liquid alkaline builder must conform to the requirements of Table I listed below, when tested in accordance with the specified test methods.

TABLE I REQUIREMENTS

REQUIREMENT	MINIMUM PERCENTAGE	MAXIMUM PERCENTAGE	TEST METHOD ASTM
Total Alkalinity as K2O or NA2O	20.0%	25.0%	D501
Silicate Content as SiO2		0.5%	D501
Phosphates	None		D501

Specific Gravity	1.2 (Approx. 10.01-11.68 LB./Gal)	1.4	
PH	12.0	13.0	E70

3.12.3.4 ODOR

The builder must not possess and odor of solvent or pungent, acrid, or other unpleasant odor, and shall not impart such odors to fabrics washed using this builder.

3.12.3.5 SPECIAL PRODUCT INFORMATION

Since liquid koh is the active ingredient within this alkaline builder, the product should be handled with caution. It is advisable for personnel to wear protective clothing when handling which, should include rubber gloves and appropriate safety goggles or face shield.

3.12.3.6 LABELING

The liquid alkaline builder shall be labeled in accordance with the Federal Hazardous Substances Act (CFR Title 16, Part 1500) and the New Jersey Right To Know Act.

Each delivery must contain a representative copy of the Material Safety Data Sheet (MSDS) for the formulated final product.

3.13 HEAVY DUTY CONCENTRATED, LIQUID LAUNDRY DETERGENT (PRICE LINE 00012)

3.13.1 SCOPE

This RFP specification outlines a heavy duty, concentrated, liquid laundry detergent. This product is designed as a high sudsing, biodegradable, non-phosphorous concentrated liquid laundry detergent for use in all types of washing machines and for heavy duty tough cleaning applications.

3.13.2 APPLICABLE SPECIFICATIONS AND STANDARDS

The heavy-duty concentrated liquid laundry detergent must meet the current/updated requirements of the following standards:

FEDERAL STANDARD

FED-STD-536 - Soap and soap products (including synthetic detergents); sampling and testing.

AMERICAN SOCIETY FOR TESTING AND MATERIALS

ASTM D501 - Standard methods of sampling and chemical analysis of alkaline detergents.

ASTM D460 - Methods for sampling and chemical analysis of soaps and soap products.

ASTM E 70 - Standard method of test for pH of aqueous solutions with a glass electrode.

ASTM D820 - Standard test methods for chemical analysis of soaps containing synthetic detergents.

3.13.3 REQUIREMENTS

3.13.3.1 DESCRIPTION

This specification establishes minimum requirements for an extra heavy-duty, concentrated liquid laundry detergent for very tough laundering operations. This detergent is suitable in hard and soft water and is especially effective on heavy soiling in all fabrics.

3.13.3.2 APPEARANCE

The detergent shall be translucent, moderately viscous, homogeneous, and a sediment-free, clear liquid. It may be colored as a manufacturer's option. It shall remain stable even when stored at higher temperatures.

3.13.3.3 CHEMICAL AND PHYSICAL REQUIREMENTS

The heavy duty, concentrated liquid laundry detergent must conform to the requirements of Table I and Table II listed below.

TABLE I – CHEMICAL COMPOSITION

COMPONENT	MINIMUM PERCENTAGE	MAXIMUM PERCENTAGE
Diethanolamine	2.0%	5.0%
Sodium Hydroxide	2.0%	4.0%
Total Surfactant Content	25.0%	35.0%

Balance Of Ingredients May Include Dye, Perfumes And Soft Water.

TABLE II REQUIREMENTS

REQUIREMENT	MINIMUM PERCENTAGE	MAXIMUM PERCENTAGE	TEST METHOD ASTM
Total Solids	25.0%		D460
PH (1% Aqueous Solution)	10.0%	12.0%	E70
Specific Gravity	1.27 (Approx. 10.60 LB./Gal)		

3.13.3.4 COLOR

The detergent must possess a clear, translucent color or slightly dyed appearance.

3.13.3.5 ODOR

The detergent must not possess a pungent, acrid, or other unpleasant odor, and shall not impart such odors to fabrics washed in the detergent.

Each delivery must contain a representative copy of the Material Safety Data Sheet (MSDS) for the formulated final product.

3.14 DETERGENT/BLEACH COMBINATION LIQUID LAUNDRY DETERGENT (PRICE LINE 00013)

3.14.1 SCOPE

This RFP specification covers a combination liquid laundry detergent and color-safe bleach. This product shall be designed for brightening whites and colors without the use of chlorine

bleach in order to extend the useful life of fabrics. This product shall contain fluorescent brightening agents and anti-redeposition agents. This product shall be designed for use in automatic dispensing systems.

3.14.2 APPLICABLE SPECIFICATIONS AND STANDARDS

The liquid alkaline builder for use in conjunction with liquid detergent must meet the current/updated requirements of the following standards:

FEDERAL STANDARD

FED-STD-536 - Soap and soap products (including synthetic detergents); sampling and testing.

AMERICAN SOCIETY FOR TESTING AND MATERIALS

ASTM D501 - Standard methods of sampling and chemical analysis of alkaline detergents.

ASTM D460 - Methods for sampling and chemical analysis of soaps and soap products.

ASTM E 70 - Standard method of test for pH of aqueous solutions with a glass electrode.

ASTM D820 - Standard test methods for chemical analysis of soaps containing synthetic detergents.

3.14.3 REQUIREMENTS

3.14.3.1 APPEARANCE

The detergent/bleach compound must be a viscous liquid, free from sediment or suspended matter.

3.14.3.2 CHEMICAL AND PHYSICAL REQUIREMENTS

The detergent/bleach compound must conform to the requirements of Table I and Table II listed below:

TABLE I – CHEMICAL COMPOSITION

COMPONENT	MINIMUM PERCENTAGE
Nonionic Surfactant Content	15.0%
Compatible Anti-Redeposition Agent	1.5%
Fluorescent Whitening Agent	0.1%
Available Oxygen	5.0%

TABLE II REQUIREMENTS

REQUIREMENT	MINIMUM PERCENTAGE	MAXIMUM PERCENTAGE	TEST METHOD ASTM
Specific Gravity	1.05 (approx. 8.76 LB./Gal)		D501/D460
pH (Concentrate)	3.5	4.5	E70

3.14.3.3 COLOR

The detergent must display a clear, translucent color or slightly dyed appearance.

3.14.3.3 ODOR

The detergent must not possess a pungent, acrid, or other unpleasant odor, and shall not impart such odors to fabrics washed in the detergent.

Each delivery must contain a representative copy of the Material Safety Data Sheet (MSDS) for the formulated final product.

3.15 CONCENTRATED LIQUID CHLORINE BLEACH (PRICE LINE 000014)

3.15.1 SCOPE

This RFP specification establishes the minimum requirements for a sodium hypochlorite solution containing an available chlorine content of 10 percent by weight. The product is intended for use as a laundry bleach, and disinfectant. This product shall be designed for use in automatic dispensing systems.

3.15.2 APPLICABLE SPECIFICATIONS AND STANDARDS

The liquid alkaline builder for use in conjunction with liquid detergent must meet the current/updated requirements of the following standards:

FEDERAL STANDARD

FED-STD-536 - Soap and soap products (including synthetic detergents); sampling and testing.

This RFP specification outlines a pre-measured, concentrated powdered laundry detergent in water-soluble packets. Each individual packet must weigh 1.2 ounces and the master carton with plastic liner or pail must contain 250 or 325 packets per carton. The net weight of each master carton must equal 18.75 lbs./250 packets or 24.38 lbs./325 packets. The individual packets must be water-soluble. Products must be blue in color. White is not acceptable.

AMERICAN SOCIETY FOR TESTING AND MATERIALS

ASTM D501 - Standard methods of sampling and chemical analysis of alkaline detergents.

ASTM D460 - Methods for sampling and chemical analysis of soaps and soap products.

ASTM E 70 - Standard method of test for pH of aqueous solutions with a glass electrode.

ASTM D820 - Standard test methods for chemical analysis of soaps containing synthetic detergents.

3.15.3 REQUIREMENTS

3.15.3.1 APPEARANCE

The solution shall be a greenish-yellow liquid free from sediment or suspended matter.

3.15.3.2 CHEMICAL COMPOSITION

The sodium hypochlorite solution furnished under this specification shall comply with or exceed the following minimum requirements as listed in Table I below.

TABLE I – CHEMICAL COMPOSITION

COMPONENT	MINIMUM PERCENTAGE
Available Chlorine	10.0%
Free Alkali	1.5%
Total Mixed Oxides of Heavy Metals	0.5%
Iron Content	0.25%
Specific Gravity	1.2 (Approx. 10.01 LB./Gal.)

BALANCE OF INGREDIENTS MUST BE SOFT WATER .

Each delivery must contain a representative copy of the Material Safety Data Sheet (MSDS) for the formulated final product.

3.16 LIQUID SYSTEM COMBINATION FABRIC SOFTENER/SOUR (PRICE LINE 00015)

3.16.1 SCOPE

This RFP specification covers a liquid combination cationic softener and neutralizer which shall reduce fabric ph to a correct level. The product shall retard speckling and graying, reduce static electricity and fabric harshness on both natural and synthetic fibers. This product shall be designed for automatic injection into the final rinse of the laundry cycle.

3.16.2 APPLICABLE SPECIFICATIONS AND STANDARDS

The liquid combination cationic softener and neutralizer must meet the current/updated requirements of the following standards:

FEDERAL STANDARD

FED-STD-536 - Soap and soap products (including synthetic detergents); sampling and testing.

AMERICAN SOCIETY FOR TESTING AND MATERIALS

ASTM D501 - Standard methods of sampling and chemical analysis of alkaline detergents.

ASTM D460 - Methods for sampling and chemical analysis of soaps and soap products.

ASTM E 70 - Standard method of test for pH of aqueous solutions with a glass electrode.

ASTM D820 - Standard test methods for chemical analysis of soaps containing synthetic detergents.

3.16.3 REQUIREMENTS

3.16.3.1 APPEARANCE

The product shall be a homogeneous, and sediment-free liquid.

3.16.3.2 CHEMICAL AND PHYSICAL REQUIREMENTS

The liquid fabric softener/sour must conform to the requirements of Table I and Table II listed below.

TABLE I – CHEMICAL COMPOSITION

COMPONENT	MINIMUM PERCENTAGE
Quaternary Ammonium Softener	8.6%
Optical Brightener	0.04%
Souring Power (GM.Sodium Bicarbonate/GM. Product)	0.03%
Phosphate Content	None

TABLE II REQUIREMENTS

REQUIREMENT	MINIMUM PERCENTAGE	MAXIMUM PERCENTAGE	TEST METHOD ASTM
pH	1.5	2.5	E70
Specific Gravity	1.02 (approx. 8.51-8.76 LB/Gal)	1.05	D501/D460

3.16.3.3 ODOR

The softener/sour must not possess a pungent, acrid, or other unpleasant odor, and shall not impart such odors to fabrics washed in the detergent.

Each delivery must contain a representative copy of the Material Safety Data Sheet (MSDS) for the formulated final product.

3.17 LIQUID ANTIBACTERIAL SOFTENER/SOUR (PRICE LINE: 00016)**3.17.1 SCOPE**

This RFP specification covers a liquid compound that is a combination fabric softener, sanitizer, and sour. This product shall reduce static electricity and fabric harshness on both natural and synthetic fibers. The product must sanitize fabrics utilizing bacteriostatic activity and must be effective against both gram-positive and gram-negative microorganisms under conditions of high relative humidity or wet contamination. The product must also act as a neutralizer.

3.17.2 APPLICABLE SPECIFICATIONS AND STANDARDS

The liquid compound that is a combination fabric softener, sanitizer and sour must meet the current/updated requirements of the following standards:

FEDERAL STANDARD

FED-STD-536 - Soap and soap products (including synthetic detergents); sampling and testing.

AMERICAN SOCIETY FOR TESTING AND MATERIALS

ASTM D501 - Standard methods of sampling and chemical analysis of alkaline detergents.

ASTM D460 - Methods for sampling and chemical analysis of soaps and soap products.

ASTM E 70 - Standard method of test for pH of aqueous solutions with a glass electrode.

ASTM D820 - Standard test methods for chemical analysis of soaps containing synthetic detergents.

3.17.3 REQUIREMENTS

3.17.3.1 DESCRIPTION

This RFP specification covers a liquid laundry fabric softener and sanitizer with bacteriostatic activity for automatic injection into the final rinse cycle.

3.17.3.2 APPEARANCE

The product must be a homogeneous and sediment-free liquid.

3.17.3.3 CHEMICAL AND PHYSICAL REQUIREMENTS

The liquid compound must conform to the requirements of Table I and Table II listed below.

TABLE I – CHEMICAL COMPOSITION

COMPONENT	MINIMUM PERCENTAGE
Active Anti-Bacterial Agent	12.0%
Quaternary Ammonium Softener	15.0%
Phosphate Content	None

TABLE II REQUIREMENTS

REQUIREMENT	MINIMUM PERCENTAGE	MAXIMUM PERCENTAGE	TEST METHOD ASTM
pH	4.0	6.5	E70
Specific Gravity	0.97 (Approx. 8.09 LB/Gal.)		D501/D460

3.17.3.4 ODOR

The liquid compound must not possess a pungent, acrid, or other unpleasant odor, and shall not impart such odors to fabrics washed with the compound.

3.17.3.5 LABELING

This product must be registered and labeled in accordance with regulations of the U.S. Environmental Protection Agency and the New Jersey Right To Know Act.

Each delivery must contain a representative copy of the Material Safety Data Sheet (MSDS) for the formulated final product.

3.18 CONCENTRATED LIQUID ANTIBACTERIAL SOFTENER/SOUR (PRICE LINE 00017)

3.18.1 SCOPE

This RFP specification outlines a concentrated liquid fabric softener, sanitizer, and sour compound. This product is more concentrated than the previous line item (Price Line 00016) that performs the same tasks. This product must reduce fabric harshness on all fabrics and sanitize fabrics utilizing bacteriostatic activity and must be effective against both gram-positive and gram-negative microorganisms under conditions of high relative humidity or wet contamination. This product must also act as a neutralizer.

3.18.2 APPLICABLE SPECIFICATIONS AND STANDARDS

3.18.3 REQUIREMENTS

3.18.3.1 DESCRIPTION

This RFP specification covers a concentrated liquid laundry fabric softener and sanitizer with bacteriostatic activity for automatic injection into the final rinse cycle.

3.18.3.2 APPEARANCE

The product must be a homogeneous and sediment-free liquid.

3.18.3.3 CHEMICAL AND PHYSICAL REQUIREMENTS

The concentrated liquid compound must conform to the requirements of Table I and Table II listed below:

TABLE I – CHEMICAL COMPOSITION

COMPONENT	MINIMUM PERCENTAGE
Active Anti-Bacterial Agent	26.0%
Quaternary Ammonium Softener	20.0%
Phosphate Content	None

TABLE II REQUIREMENTS

REQUIREMENT	MINIMUM PERCENTAGE	MAXIMUM PERCENTAGE	TEST METHOD ASTM
pH	3.5	6.0	E70
Specific Gravity	0.97 (Approx. 7.51 LB./.)		D501/D460

3.18.3.4 ODOR

The liquid compound must not possess a pungent, acrid, or other unpleasant odor, and shall not impart such odors to fabrics washed with the compound.

3.18.3.5 LABELING

This product must be registered and labeled in accordance with regulations of the U.S. Environmental Protection Agency and the New Jersey Right To Know Act.

Each delivery must contain a representative copy of the Material Safety Data Sheet (MSDS) for the formulated final product.

3.19 LIQUID RUST REMOVING SOUR (PRICE LINE: 00018)

3.19.1 SCOPE

This RFP specification covers a highly concentrated liquid laundry sour for use as a neutralizing agent and rust remover in the final rinse. This product shall be formulated for use in automatic dispensing systems.

3.19.2 APPLICABLE SPECIFICATIONS AND STANDARDS

The liquid laundry sour must meet the current/updated requirements of the following standards:

FEDERAL STANDARD

FED-STD-536 - Soap and soap products (including synthetic detergents); sampling and testing.

AMERICAN SOCIETY FOR TESTING AND MATERIALS

ASTM D501 - Standard methods of sampling and chemical analysis of alkaline detergents.

ASTM D460 - Methods for sampling and chemical analysis of soaps and soap products.

ASTSM E 70 - Standard method of test for pH of aqueous solutions with a glass electrode.

ASTM D820 - Standard test methods for chemical analysis of soaps containing synthetic detergents.

3.19.3 REQUIREMENTS

3.19.3.1 DESCRIPTION

This RFP specification covers a concentrated liquid laundry sour formulated for use in automatic dispensing systems.

3.19.3.2 APPEARANCE

The product must be a homogeneous and sediment-free liquid.

3.19.3.3 CHEMICAL AND PHYSICAL REQUIREMENTS

The liquid laundry sour must conform to the requirements of Table I listed below:

TABLE I – REQUIREMENT

REQUIREMENT	MINIMUM PERCENTAGE	MAXIMUM PERCENTAGE
Souring Power (GM Sodium Bicarbonate/GM Product)	0.12	
Rust Removing Agents	Shall Be Present	
PH (1% Solution)	1.2	2.0
Specific Gravity	1.06 (Approx. 8.85 LB/Gal.)	
Hydrofluoric Acid	None	
Phosphates	None	

3.19.3.4 ODOR

The liquid sour compound must not possess a pungent, acrid, or other unpleasant odor, and shall not impart such odors to fabrics washed with the compound.

3.19.3.5 LABELING

The liquid laundry sour shall be labeled in accordance with the Federal Hazardous Substances Act (CFR Title 16, Part 1500) and the New Jersey Right To Know Act.

Each delivery must contain a representative copy of the Material Safety Data Sheet (MSDS) for the formulated final product.

GROUP:3 PACKETS

3.20 PRE-MEASURED POWDERED LAUNDRY DETERGENT IN WATER-SOLUBLE PACKETS (PRICE LINE 00019)

3.20.1 SCOPE

This specification outlines a pre-measured, concentrated powdered laundry detergent in water-soluble packets. Each individual packet must weigh 1.2 ounces and the master carton or pail must contain 250 or 325 packets per carton. The net weight of each master carton must equal 18.75 lbs./250 packets or 24.38 lbs./325 packets. The individual packets must be water soluble.

3.20.2 APPLICABLE SPECIFICATIONS AND STANDARDS

The concentrated liquid fabric softener, sanitizer, and sour compound must meet the current/updated requirements of the following standards:

FEDERAL STANDARD

FED-STD-536 - Soap and soap products (including synthetic detergents); sampling and testing.

AMERICAN SOCIETY FOR TESTING AND MATERIALS

ASTM D501 - Standard methods of sampling and chemical analysis of alkaline detergents.

ASTM D460 - Methods for sampling and chemical analysis of soaps and soap products.

ASTM E 70 - Standard method of test for pH of aqueous solutions with a glass electrode.

ASTM D820 - Standard test methods for chemical analysis of soaps containing synthetic detergents.

3.20.3 REQUIREMENTS

3.20.3.1 DESCRIPTION

The powdered laundry detergent must be concentrated and contained within pre-measured 1.2 oz. Packets. The detergent must contain water conditioners, anti-re-deposition agents, optical

brighteners and a sanitizer. The detergent must be medium sudsing, biodegradable and phosphate-free.

3.20.3.2 APPEARANCE

The product must be packaged in manufacturer's standard sturdy packaging, which must be sufficiently durable to ensure safe delivery. Since packets are water-soluble, the master carton with plastic liner or pail must provide sufficient protection against packet deterioration through overexposure to moisture or high humidity during shipping. Product must be blue in color. White is not acceptable.

3.20.3.3 CHEMICAL AND PHYSICAL REQUIREMENTS

The powdered detergent in packets must conform to the requirements of Table I listed below.

TABLE I REQUIREMENTS

REQUIREMENT	MINIMUM PERCENTAGE	MAXIMUM PERCENTAGE	TEST METHOD ASTM
Moisture and Volatile Matter at 105 Degrees C		10%	D501
Total Surfactant Content	8.0%		D501/D460
Chloroform Soluble Matter	8.0%		D501/D460
Free Caustic Content		0.0%	D501/D460
Phosphates	None		D501
Silicates as SiO ₂		10.0%	D501
Anti-Redeposition Agents	1.0%		D501/D460
Carbonates As Na ₂ CO ₃		40.0%	D501/D460
PH (1% Solution)	6.0	11.5	E70
Solubility	Must be 100%		
Water Conditioners	Shall be Present		
Optical Brighteners	Shall be Present		

3.20.3.4 COLOR

The color of the powdered detergent shall be blue; white is unacceptable. Presence of foreign particles is unacceptable.

3.20.3.5 ODOR

The detergent packets must not possess an odor of solvent or pungent, acrid, or other unpleasant odor, and shall not impart such odors to fabrics washed with this detergent.

3.20.3.6 SHELF LIFE

The product shall remain stable and not agglomerate, become sour, change in appearance, deteriorate, nor lose detergent effectiveness for a minimum of one year stored in closed shipping containers at a temperature range from 32 to 100 degrees f.

Each delivery must contain a representative copy of the Material Safety Data Sheet (MSDS) for the formulated final product.

GROUP:4 -CHEMICALS FOR OZONATED LAUNDRY PLANT (PRICE LINES 00020 THROUGH 00023)

1. - **Group:4** Price Line items 00020 through 00023 will be used by A.C. Wagner Correctional Facility for its ozonated laundry plant, which was designed by Tri-O-Clean Systems, Inc., Stuart, Florida. The products offered must be formulated for ozonated laundry plant.
2. **Group:4** Price Line items 00020 through 00023; will be awarded only after successful completion of pre-award in-service testing. Refer to Section 6.2.1 of this RFP for further details.

3.21 CONCENTRATED LIQUID ENZYME DETERGENT, NON PHOSPHATE (PRICE LINE 00020)

Concentrated liquid enzyme detergent to be non-phosphate and contain three enzymes; namely, protease, amylase, and lipase. The enzyme detergent is to include enzymes supporting surfactants, which contain water soluble and oil soluble agents. The enzyme detergent to be stable in presence of water.

The enzyme detergent to provide powerful deodorizing action, significant water and energy savings, and superior action on stains.

The enzyme detergent to have a specific gravity of 8.80 lbs per gallon minimum and total surfactants exceeding 32%.

Each delivery must contain a representative copy of the Material Safety Data Sheet (MSDS) for the formulated final product.

3.22 UNDILUTED SODIUM HYPOCHLORITE CONCENTRATE/BLEACH (PRICE LINE 00021)

The product is to have initial active chlorine in range of 14 to 15%, and be subjected to careful filtration to prevent or minimize minor sediment. The product to assure maximum stability.

Each delivery must contain a representative copy of the Material Safety Data Sheet (MSDS) for the formulated final product.

3.23 LIQUID FLUORESCENT BRIGHTENER CONCENTRATE (PRICE LINE 00022)

The product is to be prepared to considerably increase brightness and whiteness, not merely mask off-colors. The product is to be effective on polyester-cotton blends, and will be removed in subsequent chlorine bleach bath to prevent spotty buildup on fabric.

Each delivery must contain a representative copy of the Material Safety Data Sheet (MSDS) for the formulated final product.

3.24 DRY ENZYME DETERGENT, NON PHOSPHATE (PRICE LINE 00023)

The product is to contain protease, amylase, and lipase enzymes and exhibit excellent detergency action and deodorizing properties. Dry enzyme detergent to have low alkalinity to reduce rinsing and not affect fabric. The product is to have powerful stain removing capability, and contain no phosphate, but highly fortified with sequestering action.

Each delivery must contain a representative copy of the Material Safety Data Sheet (MSDS) for the formulated final product.

GROUP: 5 - SOLID ENCAPSULATED DETERGENT

3.25 SOLID ENCAPSULATED DETERGENT (PRICE LINE 00024)

3.25.1 SCOPE

This RFP specification covers a solid encapsulated laundry detergent for use in automatic dispensing and injection systems. The product must be primarily comprised of surface-active agents and builders. The product must also contain water conditioning agents, anti-re-deposition agents, and optical brighteners.

3.25.2 APPLICABLE SPECIFICATIONS AND STANDARDS

The solid encapsulated laundry detergent for use in automatic dispensing and injection systems must meet the current/updated requirements of the following standards:

FEDERAL STANDARD

FED-STD-536 - Soap and soap products (including synthetic detergents); sampling and testing.

AMERICAN SOCIETY FOR TESTING AND MATERIALS

ASTM D501 - Standard methods of sampling and chemical analysis of alkaline detergents.

ASTM D460 - Methods for sampling and chemical analysis of soaps and soap products.

ASTM E 70 - Standard method of test for pH of aqueous solutions with a glass electrode.

ASTM D820 - Standard test methods for chemical analysis of soaps containing synthetic detergents.

3.25.3 REQUIREMENTS

3.25.3.1 DESCRIPTION

This RFP specification describes a homogeneous solid blend of surfactants, builders, water conditioners, anti-redeposition agents, and optical brighteners. The detergent must be formulated for use with hot water (140 degrees f and above). The detergent shall be suitable for laundering cottons, cotton/polyester blends, wools, and synthetic fabrics. The detergent shall not contain phosphates. The product shall be designed for use in automatic dispensing and injection systems.

3.25.3.2 APPEARANCE

The product shall be supplied in plastic containers holding 5 pounds of solid product. The container must possess a screw-on lid. The product shall be translucent, homogeneous, solid, and free of foreign particles. The detergent may be colored with a small amount of soluble perfume at the manufacturer's option.

3.25.3.3 CHEMICAL AND PHYSICAL REQUIREMENTS

The solid laundry detergent must conform to the requirements of Table I listed below, when tested in accordance with the specified test methods.

TABLE I REQUIREMENTS

REQUIREMENT	MINIMUM PERCENTAGE	MAXIMUM PERCENTAGE	TEST METHOD ASTM
Total Surfactant Content	30%		FED-STD-536 ASTM D501
Water Conditioning Agents	2.0%		FED-STD-536 ASTM D501
Total Alkalinity (As NA20)	10.0%		ASTM D501
Phosphates	None		ASTM D501
Anti-Redeposition Agents	Must be Present		
Optical Brighteners	Must be Present		
Coloring Dye	Optional		
Mild Perfumes	Optional		

3.25.3.4 ODOR

The solid detergent must not possess a pungent, acrid, or other unpleasant odor, and shall not impart such odors to fabrics washed in the detergent.

3.25.3.5 PH CONTENT

The solid detergent must have a minimum pH of 10.0 and a maximum pH of 12.0 when tested in accordance with ASTM E 70 utilizing a 1% solution.

Each delivery must contain a representative copy of the Material Safety Data Sheet (MSDS) for the formulated final product.

3.26 CERTIFICATE OF COMPLIANCE

The State reserves the right to request from a contractor, at no cost to the State, a certification from an independent testing laboratory that products offered meet the State of New Jersey phosphate free requirement. The contractor will have four (4) weeks from date of written or faxed request from the State to submit such certification. Failure to provide the required certification will result in contract termination for cause.

3.26 1 MANUFACTURER'S CERTIFICATE

The bidder's signature on this RFP certifies that it is authorized to sell the manufacturer brand(s) offered in its bid proposal. Bidder(s) may be further required to submit a manufacturer's certification letter demonstrating that the bidder is authorized to sell the brand/line(s) offered. If so requested, the bidder must submit the manufacturer's certification letter(s) no later than seven (7) days after either written or verbal request by the State. Failure to do so will result in the rejection of your bid proposal for that manufacturer brand only.

3.27 PACKAGING AND LABELS

3.27.1 All laundry chemicals must be packed in commercial containers of the type, and kind commonly used for this purpose, and to be constructed as to insure acceptance and safe delivery.

3.27.2 Using Agencies will have the option of ordering Dry C chemicals packed in 100 or 400 lb drums and liquid chemicals packed in 5 gal, 15 gal, 30 gal or 55 gal. Containers. Payments will be based on the same unit price no matter what size container is ordered. The only payments made under the contract will be made for chemicals.

3.27.2.1 Net weight or net volume of contents shall appear on each and every drum shipped to any Using Agency.

3.27.3 The contractor shall furnish the various chemicals packed in containers that shall have the following markings:

BRAND NAME
NAME OF PRODUCT
QUANTITY OF CONTENTS
DIRECTIONS FOR USE INCLUDING RECOMMENDED USE DILUTION.
PHOSPHATE REQUIREMENT

3.27.4 Any products that pose potential hazards to person or property shall have a warning label. Products that require special storage must have storage instructions. Labels and labeling shall conform to all Federal Regulatory Requirements including Federal Hazardous Substance Act (CFR Title 16, Part 1500) and N.J. Right To Know Act).

3.27.5 A Material Safety Data Sheet (MSDS) must be submitted for each line item bid on the contract, with each shipment made to the Using Agency.

3.27.6 The State reserves the right to request product samples accompanied by Material Safety Data Sheet (MSDS), at the time of bid evaluation.

3.28 DELIVERY

3.28.1 The contractor shall deliver the product(s) within seven (7) days of receipt of order. The product shall be palletized shrink wrapped, when appropriate. The contractor shall be able to make delivery and provide services to all locations in New Jersey including, but not limited to, the following locations below. These locations may not represent all the locations that may utilize the contract(s), nor is it represented that the information is completely accurate. Also, the information could change at any time. The State will not be bound to any minimum or maximum amount. The data provided below is intended as a useful informational tool only.

NEW JERSEY DEPARTMENT OF CORRECTIONS :

<u>POPULATION</u>	<u>FACILITY</u>	<u>CONTACT</u>
743	ADULT & DIAGNOSTIC TREATMENT CENTER 8 PRODUCTION WAY AVENEL, NJ 07001	MARK FIUME (732) 574-2250 EXT 8416 (732) 574-2257-FAX
1551	* ALBERT C. WAGNER CORRECTIONAL FACILITY P.O. BOX 500 BORDENTOWN, NJ 08505	TIMOTHY BROADBENT (609) 298-0500 EXT 1441 (609) 298-3639-FAX

**NOTE: * USAGE FOR GROUP 4, PRICE LINE ITEMS 00020 THROUGH 00023,
CHEMICALS FOR OZONATED LAUNDRY PLANT FOR ALBERT C. WAGER.**

2434	BAYSIDE STATE PRISON 4293 ROUTE 47 LEESBURG, NJ 08327	DONALD KEIGALMAN (856) 785-0040 EXT 5116 (856) 785-2479-FAX
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1095 CENTRAL RECEPTION & JODI BOOKER
 ASSIGNMENT FACILITY (609) 292-0679
 P.O. BOX 7450 (609) 777-1915-FAX
 STUYVESANT AVENUE
 WEST TRENTON, NJ 08628

2359 EAST JERSEY STATE EDWARD GUZ
 PRISON-RAHWAY CAMP (732) 499-5142
 RAHWAY AVENUE (732) 449-5022-FAX
 RAHWAY, NJ 07065

1162 ** EDNA MAHAN HOWARD GOTTLIEB
 CORRECTIONAL FACILITY (908) 735-3617
 P.O. BOX 4004 (908) 735-4702-FAX
 30 COUNTY ROAD
 CLINTON, NJ 08809

NOTE: ** USAGE FOR GROUP 3 PRICE LINE ITEM #00019 PACKETS

1834 GARDEN STATE JAMES POLAKESLEE
 CORRECTIONAL FACILITY (609) 298-6300 EXT 2210
 P.O. BOX 11401 (609) 324-0677-FAX
 HIGHBRIDGE ROAD
 YARDVILLE, NJ 08620

622 MID-STATE GARY YOUNG, SR.
 CORRECTIONAL FACILITY (609) 723-4221 EXT 8450
 P.O. BOX 866 (609) 723-8271-FAX
 RANGE ROAD
 WRIGHTSTOWN, NJ 08562

1294 MOUNTAINVIEW YOUTH IDA EMERT
 CORRECTIONAL FACILITY (908) 638-6191 EXT 7414
 P.O. BOX 994 (908) 638-9881-FAX
 ANNANDALE, NJ 08801

1834 NEW JERSEY STATE EZEKIEL ROLLE, JR.
 PRISON (609) 292-9700 EXT 4230
 3RD & FEDERAL STREETS (609) 392-3433-FAX
 TRENTON, NJ 08625

2657 NORTHERN STATE PRISON ALAN CIESLIK
 168 FRONTAGE ROAD (973) 465-0068 EXT 4988
 NEWARK, NJ 07114 (973) 589-7454-FAX

1148 RIVERFRONT STATE PAT WILLIAMS
 PRISON (856) 225-5700 EXT 5742
 ELM & DELAWARE AVENUE (856) 225-5839-FAX
 CAMDEN, NJ 08101

3336 SOUTH WOODS STATE TOM MOGCK
 PRISON (856) 459-7020
 215 BURLINGTON ROAD S (856) 459-7135-FAX
 BRIDGETON, NJ 08302

1671 SOUTHERN STATE CATHY JONES
 CORRECTIONAL FACILITY (856) 785-6644
 P.O. BOX 150 (856) 785-1572-FAX
 ROUTE 47
 DELMONT, NJ 08374

**NOTE: NO APPLICABLE/RELEVANT POPULATION DATA WAS AVAILABLE FROM THE
OTHER STATE AGENCIES LISTED BELOW:**

NEW JERSEY DEPARTMENT OF HUMAN SERVICES

<u>FACILITY</u>	<u>CONTACT</u>
VINELIND RESIDENTIAL CENTER DIVISION OF YOUTH AND FAMILY SERVICES 2000 MAPLE AVENUE VINELAND, NJ 08360	TED ALLEN (609) 696-6620 (609) 292-1137-FAX
ANCORA PSYCHIATRIC HOSPITAL 202 SPRING GARDEN RD ANCORA, NJ 08037	TOM BLAZE (609) 567-2706 (609) 567-2509-FAX
BRISBANE CHILD TREATMENT CENTER COUNTY ROUTE 524 ALLAIRE ROAD FARMINGDALE, NJ 07727	GARY SOPHIA (732) 938-5061 (732) 938-9202-FAX
EWING RESIDENTIAL CENTER 1601 STUYVESANT AVENUE TRENTON, NJ 08618	PROCUREMENT OFFICE (609) 530-3350
FORENSIC PSYCHIATRIC CENTER P.O. BOX 7717 WEST TRENTON, NJ 08628	BRIAN MOSS (609) 633-0856 (609) 633-0868-FAX
GREEN BROOK REGIONAL CENTER 2 75 GREEN BROOK ROAD GREEN BROOK, NJ 08812	MYRTLE POWIS (732) 968-2552 (732) 968-0373-FAX
GREYSTONE PARK PSYCHIATRIC HOSPITAL CENTRAL AVENUE GREYSTONE PARK, NJ 07951	RON PADGETT (973) 538-1800 EXT 4823 (973) 267-5097-FAX
HAGEDORN CENTER FOR GERIATRICS MOUNT KIP GLEN GARDNER, NJ 08826	J.MAHONEY (908) 537-2141 EXT 2342 (908) 537-3149-FAX
HUNTERDON DEVELOPMENTAL CENTER P.O. BOX 4003 40 PITTSSTOWN ROAD CLINTON, NJ 08809	PEARL FOX (908) 735-1002 (908) 730-1311-FAX
NEW LISBON DEVELOPMENTAL CENTER ROUTE 72 NEW LISBON, NJ 08064	WILLIAM BROWN (609) 726-1000 EXT 4126 (609) 726-1159-FAX

NORTH JERSEY DEVELOPMENTAL CENTER BOX 169 MINNISINK ROAD TOTOWA, NJ 07511	E. SZAKACS (973) 256-1700 (973) 256-7651-FAX
TRENTON PSYCHIATRIC HOSPITAL P.O. BOX 7500 RT. 579 SULLIVAN TRENTON, NJ 08628	S. ESKRIDGE (609) 633-1918 (609) 633-1900-FAX
VINELAND DEVELOPMENTAL CENTER 1676 E. LANDIS AVENUE P.O. BOX 1513 VINELAND, NJ 08362-1513	TOM LANE (856) 696-6159 (856) 696-6056-FAX
WOODBINE DEVELOPMENTAL CENTER DEHIRSH AVENUE ROUTE 550 WOODBINE, NJ 08270	P. MAKSIMOW (609) 861-6004 EXT 2487 (609) 861-8881-FAX
WOODBIDGE DEVELOPMENTAL CENTER P.O. BOX 189 RAHWAY AVENUE WOODBIDGE, NJ 07095	NICK.NUCCI (732) 499-5521 (732) 499-5753-FAX
JUVENILE COMMUNITY PROGRAMS-HARBORFIELDS 800A BUFFALO AVENUE EGG HARBOR, NJ 08215 AND JUVENILE COMMUNITY PROGRAMS-OGDEN RESIDENTIAL GROUP CTR 2 OGDEN STREET NEWARK, NJ 07104	(609) 965-3583 (201) 648-3999

NEW JERSEY DEPARTMENT OF LAW AND PUBLIC SAFETY:

<u>FACILITY</u>	<u>CONTACT</u>
N.J. TRAINING SCHOOL FOR BOYS STATE HOME ROAD P.O. BOX 500 JAMESBURG, NJ 08831	ROSE BLAUER (908) 521-0030 EXT 243 (908) 521-1738-FAX
AND OTHER OFFICES OF THE NEW JERSEY TRAINING SCHOOL FOR BOYS	
JUVENILE JUSTICE COMMISSION-PINELAND RESIDENTIAL GROUP CTR 3016 ROUTE 563 CHATSWORTH, NJ 08019	(609) 726-1525

AND OTHER OFFICES OF THE JUVENILE JUSTICE COMMISSION

JUVENILE JUSTICE PETER RONAGHAN
COMMISSION-MEDIUM (609) 298-8222 EXT 216
SECURITY (609) 298-3671-FAX
STABILIZATION/
REINTEGRATION PROG.
800 CARRANZA ROAD
TABERNACLE, NJ 08088

AND OTHER OFFICES OF THE JUVENILE JUSTICE COMMISSIONS' JUVENILE
MEDIUM SECURITY SECTOR

NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

FACILITY

CONTACT

MENLO PARK P. ALAN CORSON
MEMORIAL HOME (908) 603-3006
PROCUREMENT OFFICE
132 EVERGREEN ROAD
P.O. BOX 3013
EDISON, NJ 08818-3013

**AND OTHER FACILITIES OF THE NEW JERSEY DEPARTMENT OF MILITARY AND
VETERANS AFFAIRS**

3.28.1 Contractor(s) are required to notify the Using Agencies at least forty eight (48) hours in advance of shipment so that necessary arrangements can be made.

3.29 PRODUCT UNIFORMITY/PERFORMANCE CHARACTERISTICS

All production batches or lots must be of a consistent quality. All products shall remain stable and not agglomerate, become sour, change in appearance, deteriorate, nor loose effectiveness for a minimum of one year (90 days for liquid bleach) when stored in closed shipping container at 32-100 degree F. The contractor must offer and furnish the State the manufacturer's best grade of these items. Brands furnished must be strictly in accordance with those quoted on by the bidder. Mixed lots of different origin, trademarks or brands will not be accepted.

The laundry chemicals used must provide efficient and economical processing of all soil classifications encountered by the Using Agencies. They must leave no unpleasant residual, odor in the finished goods when the products are used according to the manufacturer's recommendations.

3.30 SERVICE REQUIREMENTS

3.30.1 INITIAL VISIT (AFTER AWARD OF CONTRACT)

It must be the responsibility of the contractor to visit each facility prior to delivery of any product. The contractor shall survey the laundry facility to determine which products should be utilized at the facility. The contractor must make recommendations to the Using Agency as to which contract products are needed and the approximate quantities that would be required for a given length of time. (According to the Using Agencies ordering schedule i.e., monthly, quarterly, etc.)

Wash formula charts must be prepared by the contractor for each wash machine, as needed, listing each procedure (flush, suds, rinse, etc.), each water level, the time for each step, the

temperature of each step, and the amount of each chemical to be used at each step. Chemical usage should be designated at the appropriate step listing the actual amount to be used for the particular washer based on items size.

3.31 DISPENSING EQUIPMENT

The contractor must provide, at no additional cost, electronic liquid injection systems to pre-measure and inject liquid laundry chemicals from the manufacturer's containers to the washing machines, including home-type washers, as needed without harming the machines. In a situation where an electronic liquid injection system doesn't work or is not compatible with a washing machine, the contractor will provide a hand pump at no extra cost, or make other provisions at no extra cost and agreed upon by the Using Agency. This provision also applies to a solid encapsulated detergent system.

All injection systems are to be installed in accordance with manufacturer's recommendations.

Arrangements for the installation of injection systems must be made through the business office at each Using Agency.

Any and all installation costs are to be provided by the contractor.

All maintenance and service on liquid laundry injectors is to be provided by a trained service representative within twenty-four hours at no additional cost to the State.

At the end of the contract period, the incumbent contractor will be required to remove its equipment upon demand and, if necessary, repair any damage resulting from such removal.

3.32 TRAINING

A complete in-service training program is to be provided at the time the laundry chemicals are first received by the Using Agency. The Using Agency is required to give the contractor(s) one-week advance notice of training requirements. The contractor(s) is also responsible to instruct the appropriate washroom employees on the correct use of the product and proper operating procedures. These training sessions shall be held at least twice per year.

3.33 MONTHLY SERVICE CALLS

NOTE: At no additional cost, monthly service calls at each location served are an absolute requirement of this contract. Using Agency complaints about violation of this contract provision can lead to contract termination.

Each month, a technically qualified representative of the contractor must visit each location and supply a washroom report to the Using Agency.

A visual inspection of equipment, procedures and end results must be made.

The following areas must be checked and reported on the monthly washroom report.

A). Each month, the following items will be checked and noted by a check mark (X) for each wash machine, if items are O.K. or a "No" if any of the items need attention.

- (1) GENERAL CONDITION OF EQUIPMENT
- (2) DRAINS TIGHT
- (3) ACCURACY OF TEMPERATURE GAUGE
- (4) FORMULA CONTROL BY WASHMEN
- (5) LOW WATER LEVEL
- (6) HIGH WATER LEVEL

B). A general statement regarding the machine loading and chemical handling procedures must be made each month.

C). The following water supply tests must be made each month.

- (1) BIOCARBONATE ALKALINITY OF THE TAP WATER AFTER SOFTENING IN PPM (PARTS PER MILLION).
- (2) PH OF THE TAP WATER AFTER SOFTENING
- (3) HOT WATER TEMPERATURE IN STORAGE TANK
- (4) HOT WATER TEMPERATURE IN WASHROOM
- (5) WATER HARDNESS (GRAINS) AFTER SOFTENING

On a monthly basis, a complete wash formula analysis must be made at each laundry facility on a minimum of one wash machine. The complete wash formula analysis must be made on every machine at least twice per year.

A. The required wash formula analysis must include the following tests for each step of the formula (unless specified otherwise).

- (1) TIME - MINUTES
- (2) WATER TEMPERATURE - DEGREES FAHRENHEIT
- (3) WATER LEVEL - INCHES
- (4) CHEMICALS ADDED (POUNDS OR OUNCES), IF APPLICABLE
- (5) THE BIOCARBONATE ALKALINITY IN PARTS MILLION (PPM) AFTER EACH SUDS, BOTH THE BLEACH BATH AND FINAL RINSE
- (6) THE pH OF THE FABRIC AFTER SOURING

3.34 REPORTS

The washroom report shall, upon completion, be distributed to the appropriate Using Agency as follows:

- (1) ONE COPY TO THE INSTITUTIONAL LAUNDRY MANAGER
- (2) ONE COPY TO THE INSTITUTION BUSINESS MANAGER
- (3) MR. KEVIN RYAN, QUALITY ASSURANCE LABORATORY, D.S.S., P.O. BOX: 234
TRENTON, NJ 08625-0234

The washroom report is to include water supply tests checklist as well.

3.35 EMERGENCY SERVICE

Emergency service will be performed during normal business hours, 8:00 a.m. to 5:00 p.m., seven (7) days a week, including State holidays. The contractor must respond within twenty-four (24) hours after Agency notification. Failure to comply with this requirement will result in contract cancellation.

The names, addresses and telephone numbers of the contractor's service personnel shall be furnished to each Using Agency. The list shall also include the names and phone numbers of the immediate supervisors of the service personnel. The contractor is to include, if available, a toll free telephone number to contact representatives.

3.36 PHOSPHATES

Products bid are to be free of phosphate (1/2 of 1%).

3.37 POST AWARD TESTING

This provision applies to laboratory/in-service testing after the contracts are awarded. The State reserves the right to have Using Agencies and/or Quality Assurance Laboratory (The State of

New Jersey Laboratory, DSS) test samples randomly for phosphate content and chemical composition. At least twice a week, random sampling and testing shall be carried out. Samples will be picked up at random in the presence of the Using Agency and contractor's representatives. If a dispute arises, randomly collected samples will be mailed to an independent laboratory, which specializes in the analysis of the types of products in the laundry chemicals. The contractor shall pay all independent lab fees.

If the sample tested does not conform to this RFP, the contractor will replace or refund the cost of the identifiable batch of nonconforming material to the State and any direct damages caused by the State's use thereof. The contractor will also be subject to having his contract canceled and charged any difference in price incurred by the State for purchasing the product elsewhere.

- 3.38 The bidder must guarantee that items offered are of first line manufacture, comparable in all respects with first quality products of other manufacturers, and identical in quality with regular stock products sold under the same brand or trade name to the retail trade.
- 3.39 The bidder must specialize in supplying laundry chemicals to large institutions, corporations, or governmental bodies. The bidder must be a manufacturer, manufacturer's representative, or authorized distributor of this type of product.
- 3.40 The products bid must be typical of those used to guarantee that clothes are clean. The definition of clean is; free from dirt, unsoiled, unstained.
- 3.41 The bidder must also guarantee that cleaning agents in the wash formula and product formulation are not excessive so as to promote irritation; such as too much bleach.
- 3.42 The State reserves the right to test the product supplied prior to award and at any time after award. If the samples tested do not meet the specifications, the contractor may either have its contract cancelled for cause immediately or may be given an opportunity to immediately rectify the situation by recalling all suspect existing product in the field and correct the problem without loss of service to the Using Agency. If requested the bidder must provide samples within five (5) working days of notification by the State.
- 3.43 In instances where Using Agency files complaints against the contractor for cleaning ability, the contractor at its expense will be responsible for testing the product to prove that the chemicals therein are in the proportions commonly accepted in the industry. The State can suspend use of the product and purchase the product from an alternate supplier pending the return of the test results. In the event the product is found to be in compliance, the contractors will be entitled to no compensation for the period of suspension. Upon request, the contractor shall submit all necessary references and/or information, showing contractor's ability to fulfill contractual requirements.
- 3.44 Any complaint filed by the Using Agency, through the Purchase Bureau's "Formal Complaint Report" (Form PB-36), will be thoroughly investigated. Ultimate resolution by the Superintendent, Bureau of Contract Compliance and Administration or the Director of the Division of Purchase and Property will be final and, if against the contractor, will become part of the contractor's vendor performance file which may be considered in contract termination and the evaluation of any future bids submitted.
- 3.45 The bidder bidding on this RFP guarantees that the product bid will dissolve in cold, warm or hot water.
- 3.46 The bidder, bidding on this RFP guarantees that the product bid will not damage the Using Agency's washing machine(s), when used as directed.

4.0 PROPOSAL PREPARATION AND SUBMISSION

4.1 GENERAL

The bidder must follow instructions contained in this RFP and on the bid cover sheet in preparing and submitting its bid proposal. The bidder is advised to thoroughly read and follow all instructions.

The first page (face) of this RFP shall be signed by an authorized representative of the bidder. However, if the bidder is a limited partnership, the first page (face) of this RFP must be signed by a general partner. If the bidder is a joint venture, the first page (face) of this RFP must be signed by a principal of each party to the joint venture. Failure to comply will result in rejection of the bid proposal.

Pricing and information sheets must be completed in their entirety. Failure to comply with this requirement may result in rejection of the bid proposal.

No changes or white outs will be permitted on the specification sheets, unless each change is initialed and dated in ink by the bidder.

4.2 PROPOSAL DELIVERY AND IDENTIFICATION

In order to be considered, a bid proposal must arrive at the Purchase Bureau in accordance with the instructions on the RFP cover sheet. Bidders are cautioned to allow adequate delivery time to ensure timely delivery of bid proposals. State regulation mandates that late bid proposals are ineligible for consideration. **THE EXTERIOR OF ALL BID PROPOSAL PACKAGES MUST BE LABELED WITH THE BID IDENTIFICATION NUMBER, FINAL BID OPENING DATE AND THE BUYER'S NAME.** All of this information is set forth at the top of the RFP cover sheet.

4.3 NUMBER OF BID PROPOSAL COPIES

Each bidder must submit **one (1) complete ORIGINAL bid proposal**, clearly marked as the "ORIGINAL" bid proposal. Each bidder should submit **one (1) full, complete and exact copies** of the original. The copy requested is necessary in the evaluation of the bid proposal. Bidders failing to provide the requested number of copies will be charged the cost incurred by the State in producing the requested number of copies. It is suggested that the bidder make and retain a copy of its bid proposal.

4.4 PROPOSAL CONTENT

The bid proposal should be submitted in one volume and that volume divided into four (4) sections as follows:

- Section 1 - Forms (Section 4.4.1)

CONTENTS	RFP SECTION REFERENCE	COMMENTS
Forms	Cover sheet	Completed and signed cover sheet (Page 3 of this RFP)
	4.4.1.1	Ownership Disclosure Form (Attachment 1)
	4.4.1.2	MacBride Principles Certification (Attachment 2)
	4.4.1.3	Affirmative Action Employee Information Report or New Jersey Affirmative Action Certificate (Attachment 3)
	1.1 of the Standard Terms & Conditions	Business Registration from Division of Revenue

4.4.1 SECTION 1 – FORMS

4.4.1.1 OWNERSHIP DISCLOSURE FORM

In the event the bidder is a corporation or partnership, the bidder must complete the attached Ownership Disclosure Form. A completed Ownership Disclosure Form must be received prior to or accompany the bid proposal. Failure to do so will preclude the award of a contract.

The Ownership Disclosure Form is attached as [Attachment 1](#) to this RFP.

4.4.1.2 MACBRIDE PRINCIPLES CERTIFICATION

The bidder must complete the attached MacBride Principles Certification evidencing compliance with the MacBride Principles. Failure to do so may result in the award of the contract to another vendor.

The MacBride Principles Certification Form is attached as [Attachment 2](#) to this RFP

4.4.1.3 AFFIRMATIVE ACTION

The bidder must complete the attached Affirmative Action Employee Information Report, or, in the alternative, supply either a New Jersey Affirmative Action Certificate or evidence that the bidder is operating under a Federally approved or sanctioned affirmative action program. The requirement is a precondition to entering into a State contract.

The Affirmative Action Forms are attached as [Attachment 3](#) to this RFP

4.4.2 SUBMITTALS

4.4.2.1 LETTER OF AUTHORIZATION

A letter of authorization from the manufacturer may be submitted with your bid proposal for each/brand bid. This letter must indicate whether you are the manufacturer, distributor or have any other special arrangement to sell the brand bid. If so requested, the bidder must submit the manufacturer's certificate no later than seven (7) days after a verbal or written request by the state. Failure to do so shall result in the rejection of your bid proposal for that brand only.

4.4.2.2 DISCLOSURE OF PRODUCT COMPOSITION

The bidder must furnish material safety data sheets (MSDS) or manufacturers' equivalent information sheets on the products and/or chemicals used in performing the services specified in this RFP with the bidder's bid proposal for each product bid. These material data sheets must list complete chemical ingredients including the percentage composition of each ingredient in the mixture down to 0.1%, and the chemical abstract services numbers for those substances listing any potentially hazardous products, which may produce gas during or following application. Failure to supply this information will result in rejection of the bid proposal for that particular product(s).

4.4.2.2.1 PRODUCT LITERATURE

The bidder should submit two (2) copies of product data sheets with bid.

4.4.2.3 BIDDER DATA SHEET

The bidder must provide all of the information requested. The bidder may provide its response on a separate attachment but should clearly note here that it is doing so:

1. Name of individual that may be contacted at all times if information, service, or problem solving is required by the using agency. This service shall be available at no additional charge.

(PLEASE PRINT OR TYPE)

Name:_____

Address:_____

City, State:_____

Telephone Number:_____Fax Number:_____

2. Years of this individual's experience in servicing similar accounts:_____

3. Identify the similar accounts this individual has serviced:

4.4.2.4 REFERENCE DATA SHEETS - SATISFACTORY CUSTOMER SERVICE

The bidder must provide all of the information requested. The bidder may provide its response on a separate attachment but should clearly state here that it is doing so:

Supply the name(s) of present customers you are servicing for contracts of a similar size and scope to those required by this RFP. The State reserves the right to visit these locations and verify production.

1. Name of customer provided as reference:_____

Name of individual State may contact to verify reference:

Phone # of contact person:_____

Length of time services provided by the bidder to this customer:

2. Name of customer provided as reference:_____

Name of individual State may contact to verify reference:

Phone # of contact person:_____

Length of time services provided by the bidder to this customer:

3. Name of customer provided as reference:_____

Name of individual State may contact to verify reference:

Phone # of contact person:_____

Length of time services provided by the bidder to this customer:

4.4.2.5 MANDATORY CONTRACTOR DATA SHEET - TERMINATED CONTRACTS

The bidder must provide all of the information requested. The bidder may provide its response on a separate attachment but should clearly state here that it is doing so:

Provide a list of contracts, if any, your firm has been terminated from during the last three years along with the reason that your contract was terminated. List name of contact person and phone number of the firm which terminated your firm's contract.

1. Name of Firm:_____

Contact Person:_____

Phone Number:_____

Reason for Termination:_____

2. Name of Firm:_____

Contact Person:_____

Phone Number:_____

Reason for Termination:_____

3. Name of Firm:_____

Contact Person:_____

Phone Number:_____

Reason for Termination:_____

4.4.2.6 SAMPLES/SAMPLE TESTING

Products offered must be in accordance with this RFP. Bid samples for Pricing Lines 00001 - 00024 for evaluation and testing purposes must be made available at no charge and delivered to DSS, Quality Assurance Unit, at the bidder's expense. If requested the bidder must provide samples within five (5) working days following a written or verbal request from the State. The bidder(s) will label its samples with its name, the bid solicitation number, item number, bid opening date and submit bid samples to the DSS, Quality Assurance Unit, 1620 Stuyvesant Avenue, Trenton NJ 08625 Attn: Kevin Ryan. Bid samples will not be returned. The Quality Assurance Unit will conduct laboratory tests to assure that the bid samples submitted for Pricing Lines 00001 to 00024 conform to this RFP. The State reserves the right to perform any tests necessary to assure that the bid samples conform to this RFP for Pricing Lines 00001-00024. The testing results of the Quality Assurance Unit is final.

4.4.3 COST PROPOSAL

The bidder must submit its pricing using the State supplied price sheet(s) attached to this RFP. Failure to submit all information required will result in the bid being considered non-responsive. Each bidder is required to hold its prices firm through issuance of contract.

4.4.4 PRICE SHEETING INSTRUCTIONS

- A. There are five groups of items in this solicitation, namely, GROUP: 1 (Dry Chemicals Group) with price line items 00001 through 00007, GROUP: 2 (Liquid Chemicals Group) with price line items 00008 through 00018, GROUP: 3 (Packets) consisting of price line item 19, GROUP: 4 (Chemicals for Ozonated Laundry Plant at A. C. Wagner Correctional Facility) with price line items 00020 through 00023 and GROUP: 5 (Solid Encapsulated Detergent) with price line item 00024.
- B. Both total quantity and quantity per order amounts listed, as the price lines of this RFP are estimates only. The State will not be responsible for any minimum or maximum quantity of orders during the term of this contract. Orders will be placed on an as needed basis.
- C. The bidder must provide product name on all price lines within a group bid.
- D. The bid prices shall include laundry chemicals, delivery of all items F.O.B. destination, furnishing installation, monitoring and servicing of dispensers, equipment (Using Agency washers) inspection, water testing, wash formula analysis, and reporting. The prices shall also include all other requirements of this RFP.

5.0 CONTRACTUAL TERMS AND CONDITIONS

5.1 PRECEDENCE OF CONTRACTUAL TERMS AND CONDITIONS

The contract awarded as a result of this RFP shall consist of this RFP, addendum to this RFP, the contractor's bid proposal and the Division's Notice of Award.

Unless specifically stated within this RFP, the Special Contractual Terms and Conditions of the RFP take precedence over the Standard Terms and Conditions of the RFP.

In the event of a conflict between the provisions of this RFP, including the Special Contractual Terms and Conditions and the Standard Terms and Conditions, and any Addendum to this RFP, the Addendum shall govern.

In the event of a conflict between the provisions of this RFP, including any Addendum to this RFP, and the bidder's bid proposal, the RFP and/or the Addendum shall govern.

5.2 BUSINESS REGISTRATION

See Standard Terms & Conditions, [Appendix 1, Section 1.1](#).

5.3 CONTRACT TERM AND EXTENSION OPTION

The term of the contract shall be for a period of two (2) years. The anticipated "Contract Effective Date" is provided on the cover sheet of this RFP. If delays in the procurement process result in a change to the anticipated Contract Effective Date, the bidder agrees to accept a contract for the full term of the contract period. The contract may be extended for all or part of an additional two, one (1) year period, by the mutual written consent of the contractor and the Director. Purchase orders may be placed against the contract up to and including the end of business on the last day of the contract, for delivery no more than 45 days after contract expiration.

5.4 CONTRACT TRANSITION

In the event that a new contract has not been awarded prior to the contract expiration date, as may be extended herein, it shall be incumbent upon the contractor to continue the contract under the same terms and conditions until a new contract can be completely operational. At no time shall this transition period extend more than 90 days beyond the expiration date of the contract.

5.5 AVAILABILITY OF FUNDS

The State's obligation to pay the contractor is contingent upon the availability of appropriated funds from which payment for contract purposes is made. No legal liability on the part of the State for payment of any money shall arise unless funds are made available each fiscal year to the Using Agency by the Legislature.

5.6 CONTRACT AMENDMENT

Any changes or modifications to the terms of the contract shall only be valid when they have been reduced to writing and signed by the contractor and the Director.

5.7 PROCEDURAL REQUIREMENTS AND AMENDMENTS

5.7.1 The contractor shall comply with procedural instructions that may be issued from time to time by the Director.

5.7.2 During the period of the contract, no contractual changes are permitted, unless approved in writing by the Director.

5.7.3 The State reserves the right to separately procure individual requirements that are the subject of the contract during the contract term, when deemed by the Director to be in the State's best interest.

5.8 ITEMS ORDERED AND DELIVERED

The Using Agencies are authorized to order and the contractors are authorized to ship only those items covered by the contracts resulting from this RFP. If a review of orders placed by the Using Agencies reveal that material other than that covered by the contract has been ordered and delivered, such delivery shall be a violation of the terms of the contract and may be considered by the Director in the termination of the contract or in the award of any subsequent contract. The Director may take such steps as are necessary to have the items returned by the Agency, regardless of the time between the date of delivery and discovery of the violation. In such event, the contractor shall reimburse the State the full purchase price.

The contract involves items, which are necessary for the continuation of ongoing critical State services. Any delay in delivery of these items would disrupt State services and would force the State to immediately seek alternative sources of supply on an emergency basis. Timely delivery is critical to meeting the State's ongoing needs.

5.9 DISCLOSURE OF PRODUCT COMPOSITION

The contractor must furnish the Material Safety Data Sheets (MSDS) or manufacturer's equivalent information sheets on the products and/or chemicals used in performing the services specified in the contract to the Using Agency. These sheets must list complete chemical ingredients including the percentage composition of each ingredient in the mixture down to 0.1%, and the chemical abstract services numbers for those substances listing any potentially hazardous products, which may produce gas during or following application.

5.10 REMEDIES FOR NON-PERFORMANCE

In the event that the contractor fails to comply with any material contract requirement, the Director may take steps to terminate the contract in accordance with the State administrative code. In this event, the Director may authorize the delivery of contract items by any available means, with the difference between the price paid and the defaulting contractor's price either being deducted from any monies due the defaulting contractor or being an obligation owed the State by the defaulting contractor.

5.11 All products must conform in every respect to the standards and regulations established by Federal and New Jersey State laws.

5.12 All products shall be manufactured and packaged under modern sanitary conditions in accordance with good commercial practice.

5.13 All products are to be packaged in sizes as specified in this RFP and shall be packaged in such a manner as to insure delivery in first class condition and properly marked for identification. All shipments must be comprised of original cartons associated with the commercial industry represented by the actual product contained within each carton. Deliveries containing re-used, re-labeled, re-worked or alternate cartons are subject to rejection by the Using Agency at the contractor's expense.

5.14 CONTRACT ACTIVITY REPORT

In conjunction with the standard record keeping requirements of this contract, as listed in paragraph 3.19 of this RFP's standard terms and conditions, the contractor must provide, on a yearly basis, to the Purchase Bureau buyer assigned, a record of all purchases made under its

contract. This information must be provided in a tabular format such that an analysis can be made to determine the following:

- Contractor's total sales volume under contract, subtotaed by product.

Submission of purchase orders, confirmations, and/or invoices do not fulfill this contract requirement.

Contractors are encouraged to submit the required information in electronic spreadsheet format. The Purchase Bureau uses Microsoft Excel.

Failure to submit these mandated reports will be a factor in future award decisions.

6.0 PROPOSAL EVALUATION AND CONTRACT AWARD

6.1 For a product bid that has been determined to be in compliance with this RFP, the contract shall be awarded on the basis of the following criteria, not necessarily listed in the order of importance:

6.1.1 Price

6.1.2 Experience of the bidder

6.1.3 The bidder's past performance under similar contracts, including if applicable, the Division's vendor performance database.

6.1.4 Compliance with the State of New Jersey Phosphate Free requirement, along with all other requirements in the RFP.

6.2 One award shall be made for each of the five (5) groups to the overall low bidder for all items listed in each group with reasonable promptness by written notice to that responsible bidder(s), whose bid proposal(s), conforming to this RFP, are most advantageous to the State, price, and other factors considered. Any or all bid proposals may be rejected when the State Treasurer or the Director determines that it is in the public interest so to do.

6.2.1 The Purchase Bureau reserves the right to carry out extensive pre-award testing, both laboratory testing and in-service (operational) testing, before any contract is awarded.

6.2.2 Group 4 price line items (price line items 00020 through 00023) will be awarded only after successful completion of pre-award testing. Upon completion of bid evaluation, the State will invite the successful bidder to visit A. C. Wagner Correctional Facility, carry out wash formula analysis and supply products samples (and install dispenser(s), if necessary). The invited bidder shall supply samples at no cost to the State of New Jersey. After a satisfactory in-service test, the contract shall be officially awarded. The Using Agency may determine to further test the products using a 7-day continuous in-service test. The invited bidder will be reimbursed based upon its unit prices bid and quantity supplied for the 7-day continuous in-service test. Failure to satisfactorily complete the pre-award test shall be cause for bid rejection of Group 4 items only. Subsequently, the next lowest responsive bidder will be invited to demonstrate his products.

7.0 ATTACHMENTS, SUPPLEMENTS AND APPENDICES

ATTACHMENTS - To be submitted with bid proposal.

APPENDICES

- 1. [New Jersey Standard Terms and Conditions](#)
- 2. [Set-Off for State Tax Notice](#)

APPENDIX 1 NJ STATE STANDARD TERMS AND CONDITIONS

STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS

- I. Unless the bidder is specifically instructed otherwise in the Request for Proposal, the following terms and conditions will apply to all contracts or purchase agreements made with the State of New Jersey. These terms are in addition to the terms and conditions set forth in the Request for Proposal (RFP) and should be read in conjunction with same unless the RFP specifically indicates otherwise. If a bidder proposes changes or modifications or takes exception to any of the State's terms and conditions, the bidder must so state specifically in writing in the bid proposal. Any proposed change, modification or exception in the State's terms and conditions by a bidder will be a factor in the determination of an award of a contractor purchase agreement.
- II. All of the State's terms and conditions will become a part of any contract(s) or order(s) awarded as a result of the Request for Proposal, whether stated in part, in summary or by reference. In the event the bidder's terms and conditions conflict with the State's, the State's terms and conditions will prevail, unless the bidder is notified in writing of the State's acceptance of the bidder's terms and conditions.
- III. The statutes, laws or codes cited are available for review at the New Jersey State Library, 185 West State Street, Trenton, New Jersey 08625.
- IV. If awarded a contract or purchase agreement, the bidder's status shall be that of any independent principal and not as an employee of the State.

1. STATE LAW REQUIRING MANDATORY COMPLIANCE BY ALL CONTRACTORS

- 1.1 **BUSINESS REGISTRATION** - All New Jersey and out of State Corporations must obtain a Business Registration Certificate (BRC) from the Department of the Treasury, Division of Revenue prior to conducting business in the State of New Jersey. Proof of valid business registration with the Division of Revenue, Department of the Treasury, State of New Jersey, should be submitted by the bidder and, if applicable, by every subcontractor of the bidder, with the bidder's bid. No contract will be awarded without proof of business registration with the Division of Revenue. Any questions in this regard can be directed to the Division of Revenue at (609) 292-1730. Form NJ-REG. can be filed online at <http://www.state.nj.us/treasury/revenue/gettingregistered.htm#busentity>
- 1.2 **ANTI-DISCRIMINATION** - All parties to any contract with the State of New Jersey agree not to discriminate in employment and agree to abide by all anti-discrimination laws including those contained within N.J.S.A. 10:2-1 through N.J.S.A. 10:2-4, N.J.S.A.10:5-1 et seq. and N.J.S.A.10:5-31 through 10:5-38, and all rules and regulations issued there under.
- 1.3 **PREVAILING WAGE ACT** - The New Jersey Prevailing Wage Act, N.J.S.A. 34: 11-56.26 et seq. is hereby made part of every contract entered into on behalf of the State of New Jersey through the Division of Purchase and Property, except those contracts which are not within the contemplation of the Act. The bidder's signature on this proposal is his guarantee that neither he nor any subcontractors he might employ to perform the work covered by this proposal has been suspended or debarred by the Commissioner, Department of Labor for violation of the provisions of the Prevailing Wage Act.
- 1.4 **AMERICANS WITH DISABILITIES ACT** - The contractor must comply with all provisions of the Americans With Disabilities Act (ADA), P.L 101-336, in accordance with 42 U.S.C. 12101 et seq.
- 1.5 **THE WORKER AND COMMUNITY RIGHT TO KNOW ACT** - The provisions of N.J.S.A. 34:5A-1 et seq. which require the labeling of all containers of hazardous substances are applicable to this contract. Therefore, all goods offered for purchase to the State must be labeled by the contractor in compliance with the provisions of the Act.
- 1.6 **OWNERSHIP DISCLOSURE** - Contracts for any work, goods or services cannot be issued to any corporation or partnership unless prior to or at the time of bid submission the bidder has disclosed the names and addresses of all its owners holding 10% or more of the corporation or partnership's stock or interest. Refer to N.J.S.A. 52:25-24.2.
- 1.7 **COMPLIANCE - LAWS** - The contractor must comply with all local, state and federal laws, rules and regulations applicable to this contract and to the goods delivered and/or services performed hereunder.
- 1.8 **COMPLIANCE - STATE LAWS** - It is agreed and understood that any contracts and/or orders placed as a result of this proposal shall be governed and construed and the rights and obligations of the parties hereto shall be determined in accordance with the laws of the STATE OF NEW JERSEY.
- 1.9 **COMPLIANCE - CODES** - The contractor must comply with NJUCC and the latest NEC70, B.O.C.A. Basic Building code, OSHA and all applicable codes for this requirement. The contractor will be responsible for securing and paying all necessary permits, where applicable.

2. LIABILITIES

- 2.1 LIABILITY - COPYRIGHT** - The contractor shall hold and save the State of New Jersey, its officers, agents, servants and employees, harmless from liability of any nature or kind for or on account of the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in the performance of his contract.
- 2.2 INDEMNIFICATION** - The contractor shall assume all risk of and responsibility for, and agrees to indemnify, defend, and save harmless the State of New Jersey and its employees from and against any and all claims, demands, suits, actions, recoveries, judgments and costs and expenses in connection therewith on account of the loss of life, property or injury or damage to the person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly from the work and/or materials supplied under this contract. This indemnification obligation is not limited by, but is in addition to the insurance obligations contained in this agreement.
- 2.3 INSURANCE** - The contractor shall secure and maintain in force for the term of the contract liability insurance as provided herein. The contractor shall provide the State of New Jersey with current certificates of insurance for all coverages and renewals thereof which must contain the proviso that the insurance provided in the certificate shall not be canceled for any reason except after thirty days written notice to:

STATE OF NEW JERSEY
Purchase Bureau - Bid Ref.#

The insurance to be provided by the contractor shall be as follows.

- a. General liability policy as broad as the standard coverage forms currently in use in the State of New Jersey which shall not be circumscribed by any endorsements limiting the breadth of coverage. The policy shall be endorsed to include:
1. BROAD FORM COMPREHENSIVE GENERAL LIABILITY
 2. PRODUCTS/COMPLETED OPERATIONS
 3. PREMISES/OPERATIONS

The limits of liability for bodily injury and property damage shall not be less than \$1 million per occurrence as a combined single limit.

- b. Automobile liability insurance which shall be written to cover any automobile used by the insured. Limits of liability for bodily injury and property damage shall not be less than \$1 million per occurrence as a combined single limit.
- c. Worker's Compensation Insurance applicable to the laws of the State of New Jersey and Employers Liability Insurance with limits not less than

\$100,000 BODILY INJURY, EACH OCCURRENCE
\$100,000 DISEASE EACH EMPLOYEE
\$500,000 DISEASE AGGREGATE LIMIT

3. TERMS GOVERNING ALL PROPOSALS TO NEW JERSEY PURCHASE BUREAU

- 3.1 CONTRACT AMOUNT** - The estimated amount of the contract(s), when stated on the Advertised Request for Proposal form, shall not be construed as either the maximum or minimum amount which the State shall be obliged to order as the result of this Request for Proposal or any contract entered into as a result of this Request for Proposal.
- 3.2 CONTRACT PERIOD AND EXTENSION OPTION** - If, in the opinion of the Director of the Division of Purchase and Property, it is in the best interest of the State to extend an contract entered into as a result of this Request for Proposal, the contractor will be so notified of the Director's Intent at least 30 days prior to the expiration date of the existing contract. The contractor shall have 15 calendar days to respond to the Director's request to extend the contract. If the contractor agrees to the extension, all terms and conditions of the original contract, including price, will be applicable.

3.3 BID AND PERFORMANCE SECURITY

- a. Bid Security - If bid security is required, such security must be submitted with the bid in the amount listed in the Request for Proposal, see N.J.A.C. 17: 24- 2.4. Acceptable forms of bid security are as follows:
1. A properly executed individual or annual bid bond issued by an insurance or security company authorized to do business in the State of New Jersey, a certified or cashier's check drawn to the order of the Treasurer, State of New Jersey, or an irrevocable letter of credit drawn naming the Treasurer, State of New Jersey as beneficiary issued by a federally insured financial institution.
 2. The State will hold all bid security during the evaluation process. As soon as is practicable after the completion of the evaluation, the State will:

- a. Issue an award notice for those offers accepted by the State;
- b. Return all bond securities to those who have not been issued an award notice.

All bid security from contractors who have been issued an award notice shall be held until the successful execution of all required contractual documents and bonds (performance bond, insurance, etc. If the contractor fails to execute the required contractual documents and bonds within thirty (30) calendar days after receipt of award notice, the contractor may be found in default and the contract terminated by the State. In case of default, the State reserves all rights inclusive of, but not limited to, the right to purchase material and/or to complete the required work in accordance with the New Jersey Administrative Code and to recover any actual excess costs from the contractor. Collection against the bid security shall be one of the measures available toward the recovery of any excess costs.

- b. Performance Security - If performance security is required, the successful bidder shall furnish performance security in such amount on any award of a term contractor line item purchase, see N.J.A.C. 17: 12- 2.5. Acceptable forms of performance security are as follows:
 1. The contractor shall be required to furnish an irrevocable security in the amount listed in the Request for Proposal payable to the Treasurer, State of New Jersey, binding the contractor to provide faithful performance of the contract.
 2. The performance security shall be in the form of a properly executed individual or annual performance bond issued by an insurance or security company authorized to do business in the State of New Jersey, a certified or cashier's check drawn to the order of the Treasurer, State of New Jersey, or an irrevocable letter of credit drawn naming the Treasurer, State of New Jersey as beneficiary issued by a federally insured financial institution.

The Performance Security must be submitted to the State within 30 days of the effective date of the contract award and cover the period of the contract and any extensions thereof. Failure to submit performance security may result in cancellation of contract for cause pursuant to provision 3.5b,1, and nonpayment for work performed.

- 3.4 **VENDOR RIGHT TO PROTEST - INTENT TO AWARD** - Except in cases of emergency, bidders have the right to protest the Director's proposed award of the contract as announced in the Notice of Intent to Award, see N.J.A.C. 17:12-3.3. Unless otherwise stated, a bidder's protest must be submitted to the Director within 10 working days after receipt of written notification that his bid has not been accepted or that an award of contract has been made. In the public interest, the Director may shorten this protest period, but shall provide at least 48 hours for bidders to respond to a proposed award. In cases of emergency, stated in the record, the Director may waive the appeal period. See N.J.A.C. 17: 12- 3 et seq.

3.5 **TERMINATION OF CONTRACT**

- a. Change of Circumstances

Where circumstances and/or the needs of the State significantly change, or the contract is otherwise deemed no longer to be in the public interest, the Director may terminate a contract entered into as a result of this Request for Proposal, upon no less than 30 days notice to the contractor with an opportunity to respond.

In the event of such termination, the contractor shall furnish to the using agency, free of charge, such reports as may be required,

- b. For cause:
 1. Where a contractor fails to perform or comply with a contract, and/or fails to comply with the complaints procedure in N.J.A.C. 17: 12-4.2 et seq., the Director may terminate the contract upon 10 days notice to the contractor with an opportunity to respond.
 2. Where a contractor continues to perform a contract poorly as demonstrated by formal complaints, late delivery, poor performance of service, short-shipping etc., so that the Director is repeatedly required to use the complaints procedure in N.J.A.C. 17:12-4.2 et seq. the Director may terminate the contract upon 10 days notice to the contractor with an opportunity to respond.
- c. In cases of emergency the Director may shorten the time periods of notification and may dispense with an opportunity to respond.
- d. In the event of termination under this section, the contractor will be compensated for work performed in accordance with the contract, up to the date of termination. Such compensation may be subject to adjustments.

- 3.6 **COMPLAINTS** - Where a bidder has a history of performance problems as demonstrated by formal complaints and/or contract cancellations for cause pursuant to 3.5b a bidder may be bypassed for this award. See N.J.A.C. 17:12-2.8.

- 3.7 **EXTENSION OF CONTRACT QUASI-STATE AGENCIES** - It is understood and agreed that in addition to State Agencies, Quasi-State Agencies may also participate in this contract. Quasi-State Agencies are defined in N.J.S.A. 52:27B-56.1 as

any agency, commission, board, authority or other such governmental entity which is established and is allocated to a State department or any bi-state governmental entity of which the State of New Jersey is a member.

- 3.8 EXTENSION OF CONTRACTS TO POLITICAL SUBDIVISIONS, VOLUNTEER FIRE DEPARTMENTS AND FIRST AID SQUADS, AND INDEPENDENT INSTITUTIONS OF HIGHER EDUCATION - N.J.S.A. 52:25-16.1** permits counties, municipalities and school districts to participate in any term contract(s), that may be established as a result of this proposal.

N.J.S.A. 52:25-16.2 permits volunteer fire departments, volunteer first aid squads and rescue squads to participate in any term contract(s) that may be established as a result of this proposal.

N.J.S.A. 52:25-16.5 permits independent institutions of higher education to participate in any term contract(s) that may be established as a result of this proposal, provided that each purchase by the Independent Institution of higher education shall have a minimum cost of \$500.

In order for the State contract to be extended to counties, municipalities, school districts, volunteer fire departments, first aid squads and independent institutions of higher education the bidder must agree to the extension and so state in his bid. proposal. The extension to counties municipalities, school districts, volunteer fire departments, first aid squads and Independent Institutions of higher education must be under the same terms and conditions, including price, applicable to the State.

- 3.9 EXTENSIONS OF CONTRACTS TO COUNTY COLLEGES - N.J.S.A. 18A:64A - 25. 9** permits any college to participate in any term contract(s) that may be established as a result of this proposal.

- 3.10 EXTENSIONS OF CONTRACTS TO STATE COLLEGES - N.J.S.A. 18A:64- 60** permits any State College to participate in any term contract(s) that may be established as a result of this proposal.

- 3.11 SUBCONTRACTING OR ASSIGNMENT** - The contract may not be subcontracted or assigned by the contractor, in whole or in part, without the prior written consent of the Director of the Division of Purchase and Property. Such consent, if granted, shall not relieve the contractor of any of his responsibilities under the contract.

In the event the bidder proposes to subcontract for the services to be performed under the terms of the contract award, he shall state so in his bid and attach for approval a list of said subcontractors and an Itemization of the products and/or services to be supplied by them.

Nothing contained in the specifications shall be construed as creating any contractual relationship between any subcontractor and the State.

- 3.12 MERGERS, ACQUISITIONS** - If, subsequent to the award of any contract resulting from this Request for Proposal, the contractor shall merge with or be acquired by another firm, the following documents must be submitted to the Director, Division of Purchase & Property.

- a. Corporate resolutions prepared by the awarded contractor and new entity ratifying acceptance of the original contract, terms, conditions and prices.
- b. State of New Jersey Bidders Application reflecting all updated information including ownership disclosure, pursuant to provision 1.5.
- c. Vendor Federal Employer Identification Number.

The documents must be submitted within thirty (30) days of completion of the merger or acquisition. Failure to do so may result in termination of contract pursuant to provision 3.5b.

If subsequent to the award of any contract resulting from this Request for Proposal, the contractor's partnership or corporation shall dissolve, the Director, Division of Purchase & Property must be so notified. All responsible parties of the dissolved partnership or corporation must submit to the Director in writing, the names of the parties proposed to perform the contract, and the names of the parties to whom payment should be made. No payment should be made until all parties to the dissolved partnership or corporation submit the required documents to the Director.

- 3.13 PERFORMANCE GUARANTEE OF BIDDER** - The bidder hereby certifies that:

- a. The equipment offered is standard new equipment, and is the manufacturer's latest model in production, with parts regularly used for the type of equipment offered; that such parts are all in production and not likely to be discontinued; and that no attachment or part has been substituted or applied contrary to manufacturer's recommendations and standard practice.
- b. All equipment supplied to the State and operated by electrical current is UL listed where applicable.

- c. All new machines are to be guaranteed as fully operational for the period stated in the Request For Proposal from time of written acceptance by the State. The bidder will render prompt service without charge, regardless of geographic location.
- d. Sufficient quantities of parts necessary for proper service to equipment will be maintained at distribution points and service headquarters.
- e. Trained mechanics are regularly employed to make necessary repairs to equipment in the territory from which the service request might emanate within a 48-hour period or within the time accepted as industry practice.
- f. During the warranty period the contractor shall replace immediately any material which is rejected for failure to meet the requirements of the contract.
- g. All services rendered to the State shall be performed in strict and full accordance with the specifications stated in the contract. The contract shall not be considered complete until final approval by the State's using agency is rendered.

3.14 DELIVERY GUARANTEES - Deliveries shall be made at such time and in such quantities as ordered in strict accordance with conditions contained in the Request for Proposal.

The contractor shall be responsible for the delivery of material in first class condition to the State's using agency or the purchaser under this contract and in accordance with good commercial practice.

Items delivered must be strictly in accordance with the Request for Proposal.

In the event delivery of goods or services is not made within the number of days stipulated or under the schedule defined in the Request for Proposal, the using agency may be authorized to obtain the material or service from any available source, the difference in price, if any, to be paid by the contractor failing to meet his commitments.

3.15 DIRECTOR'S RIGHT OF FINAL BID ACCEPTANCE - The Director reserves the right to reject any or all bids, or to award in whole or in part if deemed to be in the best interest of the State to do so. The Director shall have authority to award orders or contracts to the vendor or vendors best meeting all specifications and conditions in accordance with N.J.S.A. 52:34-12. Tie bids will be awarded by the Director in accordance with N.J.A.C.17:12-2.1D.

3.16 BID ACCEPTANCES AND REJECTIONS - The provisions of N.J.A.C. 17:12-2.9, relating to the Director's right, to waive minor elements of non-compliance with bid specifications and N.J.A.C. 17: 12- 2.2 which defines causes for automatic bid rejection, apply to all proposals and bids.

3.17 STATE'S RIGHT TO INSPECT BIDDER'S FACILITIES - The State reserves the right to inspect the bidder's establishment before making an award, for the purposes of ascertaining whether the bidder has the necessary facilities for performing the contract.

The State may also consult with clients of the bidder during the evaluation of bids. Such consultation is intended to assist the State in making a contract award which is most advantageous to the State.

3.18 STATE'S RIGHT TO REQUEST FURTHER INFORMATION - The Director reserves the right to request all information which may assist him or her in making a contract award, including factors necessary to evaluate the, bidder s financial capabilities to perform the contract. Further, the Director reserves the right to request a bidder to explain, in detail, how the bid price was determined.

3.19 MAINTENANCE OF RECORDS - The contractor shall maintain records for products and/or services delivered against the contract for a period of three (3) years from the date of final payment. Such records shall be made available to the, State upon request for purposes of conducting an audit or for ascertaining information regarding dollar volume or number of transactions.

4. TERMS RELATING TO PRICE QUOTATION

4.1 PRICE FLUCTUATION DURING CONTRACT - Unless otherwise noted by the State, all prices quoted shall be firm through issuance of contract or purchase order and shall not be subject to increase during the period of the contract.

In the event of a manufacturer's or contractor's price decrease during the contract period, the State shall receive the full benefit of such price reduction on any undelivered purchase order and on any subsequent order placed during the contract period. The Director of Purchase and Property must be notified, in writing, of any price reduction within five (5) days of the effective date.

Failure to report price reductions will result in cancellation of contract for cause, pursuant to provision 3.5b.1.

4.2 DELIVERY COSTS - Unless otherwise noted in the Request for Proposal, all prices for items in bid proposals are to be submitted F.O.B. Destination. Proposals submitted other than F.O.B. Destination may not be considered. Regardless of

the method of quoting shipments, the contractor shall assume all costs, liability and responsibility for the delivery of merchandise in good condition to the State's using agency or designated purchaser.

F.O.B. Destination does not cover "spotting" but does include delivery on the receiving platform of the ordering agency at any destination in the State of New Jersey unless otherwise specified. No additional charges will be allowed for any additional transportation costs resulting from partial shipments made at contractor's convenience when a single shipment is ordered. The weights and measures of the State's using agency receiving the shipment shall govern.

4.3 C.O.D. TERMS - C.O.D. terms are not acceptable as part of a bid proposal and will be cause for rejection of a bid.

4.4 TAX CHARGES - The State of New Jersey is exempt from State sales or use taxes and Federal excise taxes. Therefore, price quotations must not include such taxes. The State's Federal Excise Tax Exemption number is 22-75-0050K.

4.5 PAYMENT TO VENDORS - Payment for goods and/or services purchased by the State will only be made against State Payment Vouchers. The State bill form in duplicate together with the original Bill of Lading, express receipt and other related papers must be sent to the consignee on the date of each delivery. Responsibility for payment rests with the using agency which will ascertain that the contractor has performed in a proper and satisfactory manner in accordance with the terms and conditions of the award. Payment will not be made until the using agency has approved payment.

For every contract the term of which spans more than one fiscal year, the State's obligation to make payment beyond the current fiscal year is contingent upon legislative appropriation and availability of funds.

The State of New Jersey now offers State contractors the opportunity to be paid through the VISA procurement card (p-card). A contractor's acceptance and a State Agency's use of the p-card, however, is optional. P-card transactions do not require the submission of either a contractor invoice or a State payment voucher. Purchasing transactions utilizing the p-card will usually result in payment to a contractor in three days. A Contractor should take note that there will be a transaction processing fee for each p-card transaction. To participate, a contractor must be capable of accepting the VISA card. For more information, call your bank or any merchant services company.

4.6 NEW JERSEY PROMPT PAYMENT ACT - The New Jersey Prompt Payment Act N.J.S.A. 52:32-32 et seq. requires state agencies to pay for goods and services within sixty (60) days of the agency's receipt of a properly executed State Payment Voucher or within sixty (60) days of receipt and acceptance of goods and services, whichever is later. Properly executed performance security, when required, must be received by the state prior to processing any payments for goods and services accepted by state agencies. Interest will be paid on delinquent accounts at a rate established by the State Treasurer. Interest will not be paid until it exceeds \$5.00 per properly executed invoice.

Cash discounts and other payment terms included as part of the original agreement are not affected by the Prompt Payment Act.

4.7 RECIPROCITY - In accordance with N.J.S.A. 52:32-1.4 and N.J.A.C. 17: 12- 2. 13, the State of New Jersey will invoke reciprocal action against an out-of-State bidder whose state or locality maintains a preference practice for their bidders.

5. CASH DISCOUNTS - Bidders are encouraged to offer cash discounts based on expedited payment by the State. The State will make efforts to take advantage of discounts, but discounts will not be considered in determining the lowest bid.

a. Discount periods shall be calculated starting from the next business day after the recipient has accepted the goods or services received a properly signed and executed State Payment Voucher form and, when required, a properly executed performance security, whichever is latest.

b. The date on the check issued by the State in payment of that Voucher shall be deemed the date of the State's response to that Voucher.

6. STANDARDS PROHIBITING CONFLICTS OF INTEREST - The following prohibitions on vendor activities shall apply to all contracts or purchase agreements made with the State of New Jersey, pursuant to Executive Order No. 189 (1988).

a. No vendor shall pay, offer to pay, or agree to pay, either directly or indirectly, any fee, commission, compensation, gift, gratuity, or other thing of value of any kind to any State officer or employee or special State officer or employee, as defined by N.J.S.A. 52:13D-13b and e., in the Department of the Treasury or any other agency with which such vendor transacts or offers or proposes to transact business, or to any member of the immediate family, as defined by N.J.S.A. 52:13D-13i., of any such officer or employee, or partnership, firm or corporation with which they are employed or associated, or in which such officer or employee has an interest within the meaning of N.J.S.A. 52: 13D-13g.

b. The solicitation of any fee, commission, compensation, gift, gratuity or other thing of value by any State officer or employee or special State officer or employee from any State vendor shall be reported in writing forthwith by the vendor to the Attorney General and the Executive Commission on Ethical Standards.

c. No vendor may, directly or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such vendor to, any State officer or employee or special State officer or employee or special State officer or employee having any duties

or responsibilities in connection with the purchase, acquisition or sale of any property or services by or to any State agency or any instrumentality thereof, or with any person, firm or entity with which he is employed or associated or in which he has an interest within the meaning of N.J.S.A. 52: 130-13g. Any relationships subject to this provision shall be reported in writing forthwith to the Executive Commission on Ethical Standards, which may grant a waiver of this restriction upon application of the State officer or employee or special State officer or employee upon a finding that the present or proposed relationship does not present the potential, actuality or appearance of a conflict of interest.

- d. No vendor shall influence, or attempt to influence or cause to be influenced, any State officer or employee or special State officer or employee in his official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.
- e. No vendor shall cause or influence, or attempt to cause or influence, any State officer or employee or special State officer or employee to use, or attempt to use, his official position to secure unwarranted privileges or advantages for the vendor or any other person.
- f. The provisions cited above in paragraph 6a through 6e shall not be construed to prohibit a State officer or employee or Special State officer or employee from receiving gifts from or contracting with vendors under the same terms and conditions as are offered or made available to members of the general public subject to any guidelines the Executive Commission on Ethical Standards may promulgate under paragraph 6c.

APPENDIX 2 - SET-OFF FOR STATE TAX NOTICE

NOTICE TO ALL BIDDERS **SET-OFF FOR STATE TAX NOTICE**

Please be advised that, pursuant to P.L. 1995, c. 159, effective January 1, 1996, and notwithstanding any provision of the law to the contrary, whenever any taxpayer, partnership or S corporation under contract to provide goods or services or construction projects to the State of New Jersey or its agencies or instrumentalities, including the legislative and judicial branches of State government, is entitled to payment for those goods or services at the same time a taxpayer, partner or shareholder of that entity is indebted for any State tax, the Director of the Division of Taxation shall seek to set off that taxpayer's or shareholder's share of the payment due the taxpayer, partnership, or S corporation. The amount set off shall not allow for the deduction of any expenses or other deductions which might be attributable to the taxpayer, partner or shareholder subject to set-off under this act.

The Director of the Division of Taxation shall give notice to the set-off to the taxpayer and provide an opportunity for a hearing within 30 days of such notice under the procedures for protests established under R.S. 54:49-18. No requests for conference, protest, or subsequent appeal to the Tax Court from any protest under this section shall stay the collection of the indebtedness. Interest that may be payable by the State, pursuant to P.L. 1987, c.184 (c.52:32-32 et seq.), to the taxpayer shall be stayed.